Conservation Volunteers Australia

In Safe Hands Toolkit

A Safety Management Toolkit for Community Groups in Practical Conservation.

FORTH EDITION

About the In Safe Hands Toolkit

This toolkit provides guidance to community groups engaged in practical conservation activities to eliminate or minimise the associated risks and meet duties and obligations under Work Health and Safety legislation. The content of the In Safe Hands Toolkit is based on the safety management approach adopted by Conservation Volunteers Australia.

For over 35 years Conservation Volunteers Australia has involved volunteers in a diverse range of practical projects often characterised by physically demanding tasks in often challenging terrain and climatic extremes. Conservation Volunteers Australia has always maintained protecting the health and safety of employees, volunteers and participants as a core value. Therefore, Conservation Volunteers Australia have developed policies and procedures to minimise risks and provide a safe and healthy workplace.

Our ongoing commitment to proactive management of health and safety is reinforced by our AS/NZS 4801 certification. This means that Conservation Volunteers Australia Work Health and Safety Systems can be held to the highest standards by all those involved with the organisation.

Any Group using 'In Safe Hands' may need to further adapt policies or procedures in accordance with their own objectives, expertise and resources. Several general terms are used in this toolkit, these should be understood as per the following:

Group

Is used to refer to the group or organisation under which the activity is taking place for instance Sandy Creek Landcare Group.

Project/site manager

Refers to the person who is in charge of the overall project planning, setup and coordination and is in charge of the on-ground project or activity.

Participant

Is used to refer to any group member, employee, volunteer or other participant in a project or activity. This also includes any visitors to a project site.

It is recognised that in small groups some of the above roles may be covered by one person.

IN SAFE HANDS TOOLKIT OBJECTIVES:

- Provide a customisable, practical guide to health and safety management for groups involved in conservation management activities.
- Provide easily accessible resources for health and safety management.
- Provide a concise overview of health and safety legislation and a groups obligations.
- Help identify and fill any gaps in a Group's health and safety systems.
- Provide specialist advice on health and safety management on conservation projects.

The demand for the toolkit and the specific requirements of the practical conservation community has been identified through Conservation Volunteers Australia 35 years in the conservation industry. The In Safe Hands Toolkit is an initiative of Conservation Volunteers Australia and is supported by the Australian Government.

Each jurisdiction has Work Health and Safety Laws that impact on community organisations. The 'In Safe Hands Toolkit' does not replace but compliments these laws.

IN SAFE HANDS TOOLKIT (4TH EDITION) PUBLISHED JULY 2020

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Section 1

Guidance on Work Health and Safety Laws

Guiding your organisation to a safer workplace.

Guidance on Work Health and Safety Laws

Over a period of many years the federal, state and territory authorities have been working toward harmonised health and safety legislation to be adopted across all jurisdictions. In January 2012, the majority of Australian jurisdictions adopted the Model WHS Act and it is expected that the others will follow in coming years. However, the general principles of managing health and safety can be seen in all WHS legislation, in all jurisdictions.

Regardless of whether the Model WHS Act has been adopted in your jurisdiction, the information in this guide and in the 'In Safe Hands' (ISH) Toolkit itself will assist in providing a safe work environment. Whether the duties under the Act apply or not, the intention of the laws are to achieve a standardised level of safety management that is both practical for those that must apply the principles and to provide a safe work environment.

As part of project pre-planning requirements a Group is to review the activities involved with the proposed project and applicable WHS laws, Code of Practice and/or guidance material, of the jurisdiction where the project is to take place are to be considered. Where there are no regulations, Code of Practice or other guidance material an in-depth risk assessment of the activity is to be developed and appropriate risk control measures are to established.

The following is a general explanation of the application of the WHS Act in relation to groups involved with conservation management.

1.1. WORK HEALTH AND SAFETY (WHS) ACTS.

WHS Acts are based on the Model WHS Act developed by SafeWork Australia (SWA). The aim is to provide all workers with a standardised framework for health and safety protection regardless of the work they do or where they work.

A stronger nationalised approach means greater certainty for businesses, particularly those operating across borders, and over time reduced compliance costs for business. More consultation between businesses, workers and their representatives, along with clearer responsibilities will make workplaces safer for everyone.

The WHS Act aims to:

- Protect the health and safety of workers and other people by eliminating or minimising risks arising from work or workplaces.
- Ensure fair and effective representation, consultation and cooperation to address and resolve health and safety issues in the workplace.
- Encourage unions and employer organisations to take a constructive role in improving work health and safety practices.
- Assisting businesses and workers to achieve a healthier and safer working environment.
- Promote information, education and training on work health and safety.
- Provide effective compliance and enforcement measures, and
- Deliver continuous improvement and progressively higher standards of work health and safety.

To meet these aims, the principle that workers and other persons should be given the highest level of protection against harm to their health, safety and welfare from hazards and risks arising from work as is reasonably practicable, should be part of an organisations core values.

The harmonised WHS laws apply in the majority of jurisdictions. For more information about how they apply in your jurisdiction check with your local health and safety regulator.

Guidance on Work Health and Safety Laws

1.2. REGULATIONS.

While the WHS Act outlines the broad responsibilities required under the law, regulations set out the specific requirements for particular hazards and risks, such as noise and hazardous substances.

WHS Regulations specify the way in which some duties under WHS Act must be met and prescribes procedural or administrative requirements to support the Act. e.g. keeping records and licencing.

If a risk at your workplace is not covered by the regulation or a Code of Practice, then you must choose an appropriate way to manage exposure to the hazard or risk.

Where there is not a regulation or Code of Practice about a risk a PCBU must eliminate or minimise a risk so far as is reasonably practicable and may use Guidance Materials (see 1.4) to achieve this.

1.3. CODE OF PRACTICE (COP).

COP are practical guides to achieving the minimum standards of health, safety and welfare required under the WHS Act and the WHS Regulations for that jurisdiction.

To have legal effect in a jurisdiction a COP must be approved in that jurisdiction. To determine if a COP has been approved in a particular area, check with your relevant health and safety regulator.

An approved COP applies to anyone who has a duty of care in the circumstances described in that COP. In most cases, following an approved COP would achieve compliance with the health and safety duties in the WHS Act, in relation to the subject matter of that code.

Like regulations, a COP deals with particular issues and do not cover all hazards or risks which may arise. The health and safety duties require duty holders to consider all risks associated with work, not only those for which regulations and COP exist.

Under the WHS Act in a jurisdiction, approved COP are admissible in court proceedings. Courts may regard an approved COP as evidence of what is known about a hazard, risk or control measure and may rely on the code in determining what is reasonably practicable in the circumstances to which the code relates.

COP can be sourced at the SWA website.

1.4. GUIDANCE MATERIALS.

Different types of guidance material will also help duty holders comply with the law. However, differ from the authoritative advice of a COP by allowing duty holders wider discretion to choose the options that best suit their circumstances. Guidance material contributes to the overall state of knowledge regarding hazards, risks and controls and may be tendered as evidence in court proceedings.

1.5. COMMON LAW.

While the WHS Act does place duties on Groups and volunteers that may have been absent previously, common law duties have not changed. Common law duties apply to all of those involved in an activity whether you have duties under the WHS Act or not.

The basic common law duty is that volunteers and others are owed a general duty of care and that organisations must take reasonably practicable steps to prevent injury, loss or harm.

1.6. VOLUNTEERS AND THE WHS ACT.

While the WHS Act has brought together many changes for those previously obligated under the legislation, the most significant change for the volunteer sector is how volunteers are defined. Previously, volunteers were not consistently recognised in the legislation. In the new WHS Act, volunteers are defined as workers.

1.7. THE FOLLOWING DEFINITIONS EXPLAIN HOW DUTIES ARE APPLIED IN THE WHS ACT:

1.7.1. Duty Holder:

A duty holder refers to any person who owes a WHS duty under the Act including a person conducting a business or undertaking (PCBU), designer, manufacturer, importer, supplier, installer of products or plant used at work, an officer and workers. More than one person can concurrently have the same duty in which case the duty is shared. Duties cannot be transferred.

1.7.2. Person Conducting a Business or Undertaking (PCBU):

The WHS Act places the primary duty of care on the PCBU. The term PCBU is an umbrella concept used to capture all types of working arrangements or structures.

A PCBU can be a:

» Company;

» Unincorporated body or association;

» Sole trader or self-employed person;

» A Group or organisation is a PCBU if they employ one or more paid workers.

Individuals who are in a partnership that is conducting a business will individually and collectively be a PCBU.

A volunteer association is not a PCBU if they are simply a group of people working together for a community purpose and do not employ any paid workers. A volunteer association and the volunteers who complete the tasks are not obligated under the WHS Act.

1.7.3. Person with management or control of a workplace:

The person with management or control of a workplace must ensure, so far as reasonably practicable, that anything arising from the workplace is without risk to the health and safety of any person.

1.7.4. Volunteer:

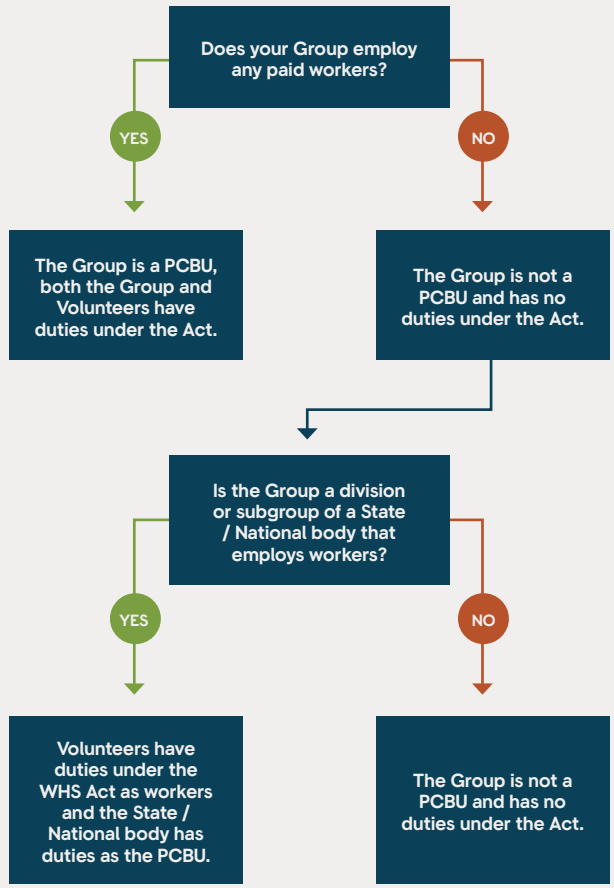
A person who acts on a voluntary basis regardless of whether they receive out of pocket expenses and are considered workers under the WHS Act.

1.7.5. Worker:

Any person who carries out work for a PCBU, including work as an employee, contractor, subcontractor, self-employed person, apprentice or trainee, work experience student, employee of a labour hire company placed with a 'host employer' and volunteers.

The relationship of whether a duty is owed under the WHS act as a Volunteer, Group or a coordinating body is best described in **Diagram 1.**

DIAGRAM 1



If WHS laws apply to your situation from *Diagram 1*, you have several duties that apply to your actions and behaviours as a Group or worker.

However, it is important to note that even if you do not have duties under the Act, taking steps to show a 'duty of care' and prevent injury is advised both morally and legally.

1.7.6. Workplace:

Any place where work is carried out for a business or undertaking and includes any place where a worker goes, or is likely to be, while at work. This may include offices, factories, shops, construction sites, vehicles, ships, aircraft or other mobile structure on land or water.

1.8. WHAT ARE THE DUTIES?

1.8.1. Group (as a PCBU):

If the WHS Act applies to your Group as a PCBU, the Group must ensure, so far as reasonably practicable, the health and safety of all of its workers, including volunteers and participants.

This primary duty is qualified by 'so far as reasonably practicable'. This means that the Group does not have to guarantee that no harm will occur, however they must do what is reasonably able to be done to ensure health and safety.

In determining what is reasonably practicable a number of factors need to be taken into account such as; whether the Group is operated by volunteers, the nature of the work its location and the risks associated with that work, and what can be done to eliminate or minimise the risks.

The primary duty of a Group includes ensuring, so far as reasonably practicable:

- The provision and maintenance of a work environment without risks to health and safety.
- The provision and maintenance of safe machinery, equipment, tools and structures and safe systems of work.
- The safe use, handling and storage of machinery, equipment, tools, structures and substances.
- The provision of adequate facilities for the welfare at work of workers, including volunteers or participants e.g. toilets, first aid facilities.
- The provision of information, training and instruction or supervision that is necessary to protect persons from risks to their health and safety arising from their work.

In simple terms there a several key areas for every Group to address:

- Manage health and safety risks associated with the work you do.
- Provide information, training and instruction to everyone involved.
- Provide opportunities for everyone to contribute to managing safety and suggest improvements/changes.
- Have a process to investigate incidents and resolve safety issues.

The ISH Toolkit has been designed around reasonable steps that are based on these legal duties and the management of risk that have been proven to be effective in the field.

The way in which each Group discharges these duties will differ, however the ISH Toolkit provides a solid framework to adapt to your situation.

1.8.2. Workers, including volunteers:

Take reasonable care for their own health and safety.

- Take reasonable care to ensure they do not affect the health and safety of other people, for example, other volunteers, participants and/or members of the public.
- Comply, so far as they are reasonably able, with any reasonable instruction that is given to them.
- Co-operate with any reasonable policy or procedure that your organisation has provided.

1.8.3. Officer:

An officer can be a volunteer or paid worker and is someone in a position where they make, or participate in making, decisions that affect the whole or substantial part of the Group and the way in which it operates. Where a Group has duties under the WHS Act, officers of that Group will also have additional duties.

An officer of a Group must exercise due diligence to ensure that the Group complies with its duties. Exercising due diligence as an officer means taking reasonable steps to:

- Learn and keep up to date with safety matters.
- Understand the work the Group does and the associated risks.
- Ensure the Group has available and uses appropriate processes to manage risks.
- Ensure the Group has a process for communicating and receiving safety information.

One very simple way to help meet the duty is to include health and safety as a standing agenda item for management and/or board meetings.

The adoption and use of the ISH Toolkit will also be a very critical step.

Receiving the training, implementing the system, monitoring its effectiveness and having a process to review and keep the information that is relevant to the Group's work is an important part of making this effective.

It should be noted that a volunteer who is an officer of the Group cannot be prosecuted for failing to comply with their duties under the WHS Act. This immunity for volunteer officers is designed to ensure that voluntary participation at the officer level is not discouraged.

(SafeWork Australia is the statutory agency responsible for health and safety in Australia, explains that although volunteers have duties and there are penalties for not carrying out those duties, volunteers are unlikely to be prosecuted. In fact, their information states that while duties have been placed on volunteers in some areas for more than two decades, there have been no prosecutions recorded under those laws.)

1.9. THE LAST WORD

Understanding whether you have duties and the nature of those duties under the WHS Act is important, it should however, not be the deciding factor of whether to implement safety management or not.

The single most important reason is providing a safe, healthy workplace for everyone involved to participate and to continue to do so.

(Information in this guide has been sourced from the Safe Work Australia publication 'The Essential Guide to Work Health and Safety for Organisations that Engage Volunteers'.)

1.10. DISCLAIMER

The information, strategies and systems outlined in this toolkit are broadly applicable to community groups working in the natural resource management sector. They do not however, take account of the specific objectives, needs or resources of any particular group.

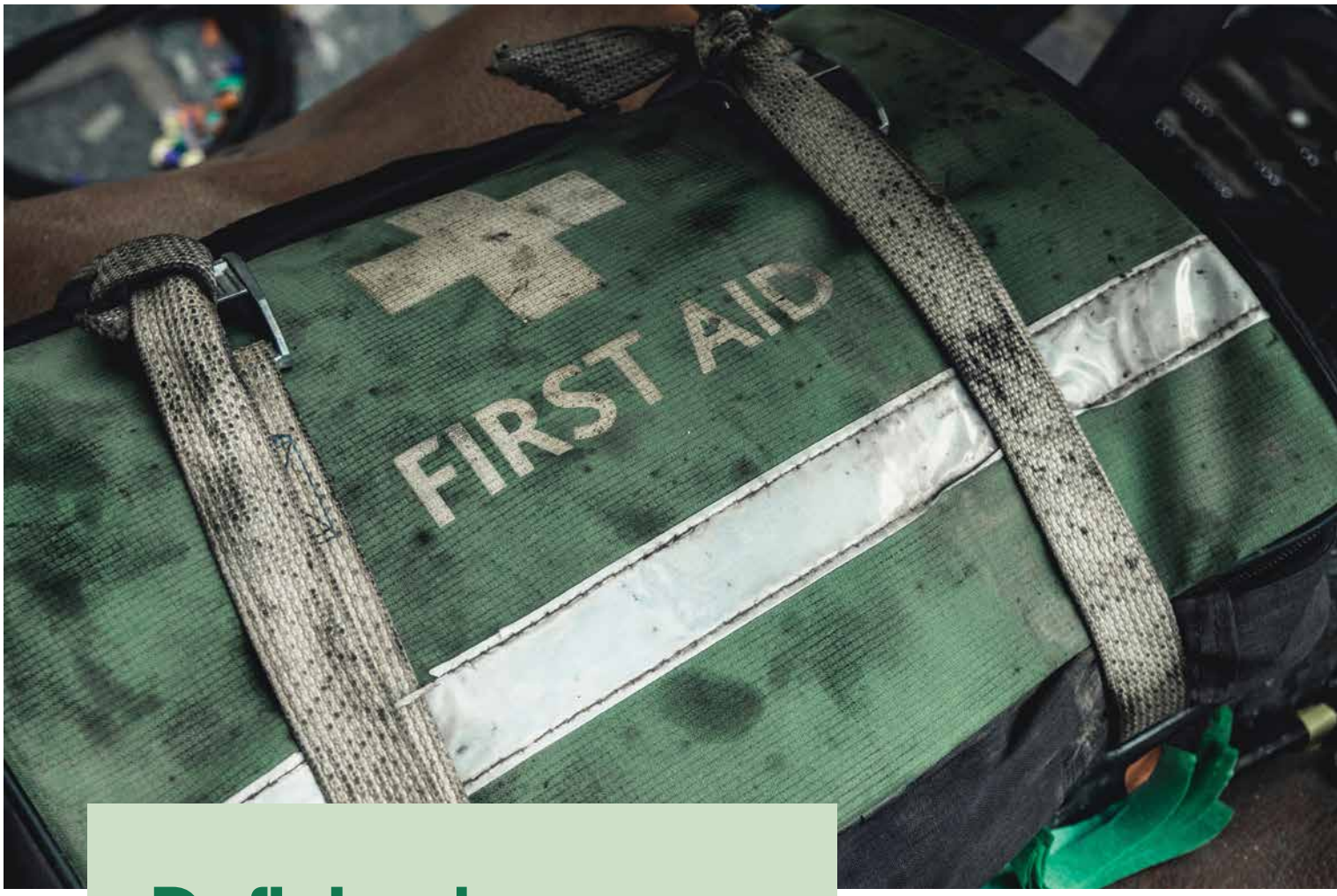
Conservation Volunteers Australia recommends that every Group should seek approval for its risk management plan from its insurer and legal adviser.

Conservation Volunteers Australia also advises Groups to review the WHS Act in their jurisdiction. Safety management should be responsive to changes in the WHS Act, regulations, Codes of Practice and guidance material.

The In Safe Hands Toolkit is an advisory document on how to manage safety and does not replace the WHS Act, regulations, Codes of Practice and guidance material.

Section 2

Safety Policy and Implementation Guidelines



Defining how you will provide a safe workplace.

Safety Policy And Implementation Guidelines

1. Work Health and Safety Policies and Procedures

1.11. WORK HEALTH AND SAFETY POLICY

The activities of the Group shall be carried out in a manner which will protect the health and safety of its employees, including volunteers, participants, clients, contractors and members of the community.

Work health and safety is the responsibility of everyone involved at the Group's workplaces.

To facilitate the implementation of this policy, the Group will:

- Provide and maintain healthy and safe work areas and safe equipment.
- Provide the information, instruction, training and supervision to ensure the safety of participants.
- Require all participants to adhere strictly to all safety legislation, regulations, Codes of Practice and guidance materials.
- Develop and maintain emergency procedures which, in the event of an accident, minimise any potential negative effects.
- Require all participants to report hazards or hazardous practices to their supervisors.
- Require all participants to understand and acknowledge that safe work practices are the responsibility of every person taking part in the Group's activities or projects.

1.12. EXPLANATORY NOTES

Unless specifically stated, the safety procedures and guidelines that follow apply to all Group activities or projects.

When a situation arises for which the Group does not have specific safety policy guidelines, the Project/ site manager should refer to any partner agency safety procedures, relevant national, state or territory Codes of Practice (COP), guidance material or Advisory Standards, or consult with the relevant regulatory authority before determining an appropriate course of action.

The following policy and guidelines have been developed to cover all reasonably foreseeable situation.

2. Safety Management

2.1. WORK HEALTH AND SAFETY MANAGEMENT SYSTEM

To ensure compliance with WHS legislation a planned, systematic and coordinated approach to WHS management is required. A Work Health and Safety Management System (WHSMS) is a set of plans, actions and procedures to systematically manage health and safety in the workplace.

The Group has a duty of care to protect participants from workplace hazards such as, harmful UV radiation; insect, spider and snakebites; chemical contamination and tool use injuries. WHS legislation also requires that workers, including participants must cooperate with their Group and must therefore be supervised to ensure compliance.

Whilst systems developed need to reflect the environment a Group is working within, there are some generally accepted principles which should apply to any workplace.

As well as compliance, an effective WHSMS can assist to;

» Keep all participants safe.
» Minimising exposure to fines and penalties.
» Reduce compliance costs.
» Reduce stress.
» Protect your insurance coverage.
» Enhance your Groups' reputation.

An essential feature of any successful WHSMS is demonstrated commitment from management at all levels within an organisation. It is up to management to develop and promote a positive safety culture within the Group where accidents are the exception rather than the rule and hazards are reported readily and resolved consultatively quickly.

Commitment to a positive safety culture can be demonstrated through the publication of a WHS Policy and associated procedures. The Policy Statement should outline the goals and objectives of management, specific responsibilities of all involved in the Group and resources which will be provided to achieve the goals and objectives.

Commitment can be further demonstrated through development of a WHS Plan for the year, inclusion of WHS responsibilities in job descriptions and key performance indicators for all staff and inclusion of WHS as a regular agenda item at staff meetings.

Aim to achieve workforce engagement in safety through active leadership at all levels within the Group and an understanding and acceptance that work should not be undertaken unless it is deemed to be safe. participants must recognise their individual responsibilities to work safely as a condition of their engagement whether being paid or as a volunteer. This can only be achieved where there is thorough and open consultation around safety issues. The basic premise is that no task should be undertaken unless it is deemed safe and management must take the lead by responding to issues raised and addressing those issues.

Ongoing monitoring and review of processes, policies and procedures to ensure that they are functioning as designed is essential to an effective WHSMS. It is important to identify any high-risk areas and potential hazards that may not be recognised until a review is undertaken. Whilst using the indicators such as Lost Time Injuries (LTI) to benchmark with similar organisations is useful don't forget to track the less serious incidents as well e.g. Medical Treatment Injuries (MTI). Just because you have a good injury management process and keep LTI's to a minimum it does not mean that the causes of these injuries should not be investigated and analysed as there may be a potential major injury lurking in the back-ground. This can include a quality assurance review of all documented policies and procedures in consultation with relevant staff but can also include an WHS audit of your system.

Effective document management is a key element to a robust WHSMS. Clearly written and straightforward procedures can be used as the basis of the WHSMS. All participants need information and instruction on what is required and what measures are in place. This same information can be streamlined to form the basis of a standardised induction to make sure people are informed about how to work safely before they commence the task or activity and that the message is consistent.

All documentation should be clearly identified as to the version number, date created and where relevant date reviewed. A document control history should be retained.

Part of the documentation involved in the WHSMS is a number of records which can be created to record activities or incidents, and these should be retained according to the following timeframes in either hard or soft copy.

The following WHS records to be kept for 5 years unless otherwise specified:

- Training and formal qualification licences/ certificates. (For the term of the employment of the staff member + 5 years).
- Health monitoring including audiometric testing - term of employment + 5 years.
- Workers compensation files. (For the term of the employment of the staff member + 5 years).
- Incident report forms.
- Accident investigation reports.
- Meeting minutes.
- Internal and external audit reports.
- Environmental monitoring including noise assessments.
- First aid records.
- Contractor agreements.
- Safe working procedures.
- Workplace inspections reports.
- Plant and equipment maintenance records in accordance with manufacturer's specifications (for the life of the plant and equipment + 5 years).
- Electrical maintenance records (tag and test) of electrical articles and electrical installations till next testing.

The items above can be documented in the form of policies and procedures which should form the basis of a WHS Manual which should be accessible either on an intranet or in a staff handbook.

2.2. MANAGING WORK HEALTH AND SAFETY RISKS

Risk Management is a proactive process *(Diagram 2.)* that allows you to respond to change and help with continuous improvement of your group's health and safety management. This approach should be well planned, systematic and look to cover all reasonably foreseeable hazards and risks.

Many hazards and their associated risks are well known and already have well established and accepted control measures. In these circumstances, the second step to formally assess the risk is unnecessary. If, after identifying a hazard, you already know the risk and how to control it effectively. You can implement the controls without doing a Risk Assessment.

Below is a summary of each of the steps in the risk management process:

STEP 1 – IDENTIFY HAZARDS.

Look at the activity or project and find out what could potentially cause harm. Regularly walking around the activity or project site and observing how things are being done or asking for feedback from those involved. Some hazards may not be obvious and may only become evident over time.

STEP 2 – ASSESS THE RISKS.

Understanding the nature of the harm that the hazard may cause, how serious the harm could be and the likelihood of it happening. This is done through a Risk Assessment and can be done simply by a discussion with workers, this will depend on the type of hazard. (This step may not be necessary if you are working with a known risk that has known controls.)

STEP 3 – CONTROL THE RISKS.

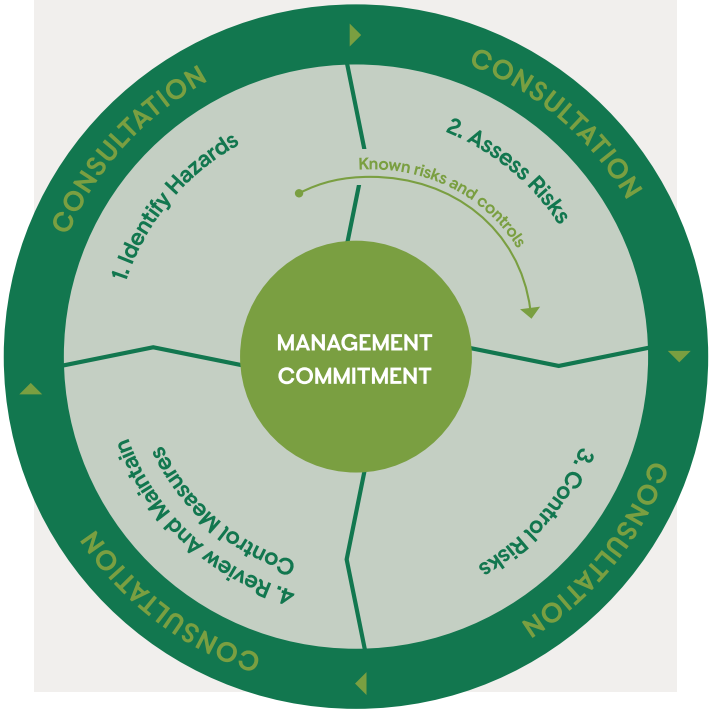
The most important step in managing risks involves eliminating the risk, if that is not reasonably practicable then you must minimise the risks. As part of controlling the risks you must consult those directly affected by any change.

You must implement the most effective control measure that is reasonably practicable in the circumstances and ensure that it remains effective over time. This is best achieved by using the Hierarchy of Control Measures.

STEP 4 – REVIEW THE CONTROL MEASURES.

Review the control measures to ensure they are working as planned. This should be done on a regular basis and involve those that interact with the hazard. Other reasons a review is required when the control measure is not effective. Before a change at the workplace that is likely to introduce a new or different risk that the control measure may not effectively control. Where a new hazard or risk is identified, after consultation identifies a review is needed or if a Health and Safety Representative (HSR) requests a review.

DIAGRAM 2

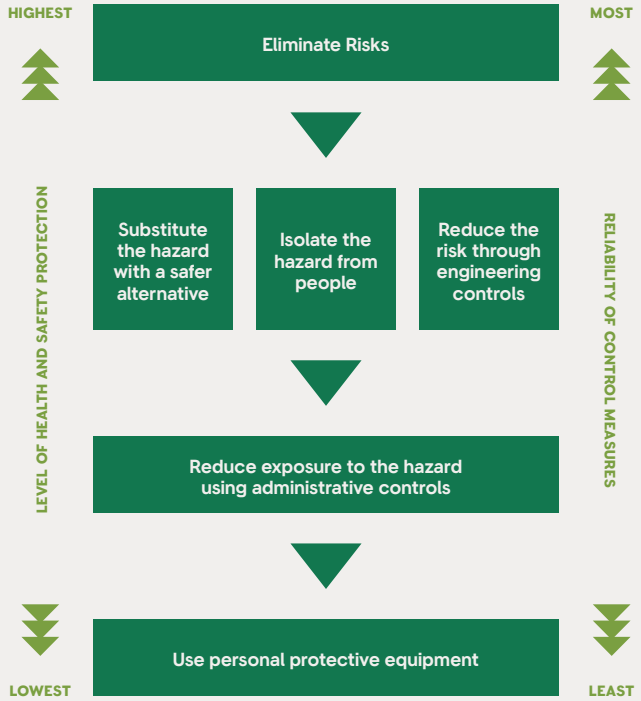


2.2.1. Controlling risks using the Hierarchy of Control Measures.

As part of a Risk Management process you will need to control the identified risks. A way of controlling risks is to rank them from the highest level of protection and reliability to the lowest. This ranking is known as The Hierarchy of Control Measures.

The Hierarchy of Control Measures *(Diagram 3.)* can be applied in relation to any risk.

DIAGRAM 3



According to the legislation you must always aim to eliminate the risk, which is the most effective control. If this is not reasonably practicable, you must minimise the risk by working through the other alternatives in the hierarchy.

The lower levels in the hierarchy are less effective because controls that change the hazard or minimise the exposure to the hazard can only minimise the risk. You cannot eliminate the risk without eliminating the hazard.

Administrative Controls and Person Protective Equipment (PPE) are the least effective at minimising risk because they do not control the hazard at the source and rely on human behaviour and supervision.

Next is a summary of the levels of the Hierarchy of Control Measures:

2.2.2. Elimination

The most effective control measure involves eliminating the hazard and associated risk. The best way to do this is, firstly, by not introducing the hazard into the workplace. For example, you can eliminate the risk of a fall from height by doing the work at ground level.

Eliminating hazards is often cheaper and more practical to achieve at the design or planning stage. For example, not using a noisy machine will be more effective than providing workers with personal hearing protection.

You can also eliminate risks by removing an existing hazard. For example, by removing trip hazards on the floor or not working alone in an isolated or remote area.

It may not be reasonably practicable to eliminate a hazard if doing so means that you cannot deliver the service. If you cannot eliminate the hazard, then you must minimise as many of the risks associated with the hazard as reasonably practicable.

2.2.3. Substitution, Isolation and Engineering Controls

If it is not reasonably practicable to eliminate the hazards and associated risks, you must minimise the risks using one or more of the following approaches, so far as is reasonably practicable.

2.2.3.1. Substitute the hazard;

For instance, replace herbicide-based weedkillers for natural or organic alternatives or allow workers to have more control of the speed of a process.

2.2.3.2. Isolate the hazard;

This involves physically separating the source of harm from people by distance or using barriers. For instance, establish exclusion or ‘no-go’ zones on sites where brushcutters or power tools are in use.

2.2.3.3. Use engineering controls;

An engineering control is a control measure that is physical in nature, including a mechanical device or process. For instance, use mechanical devices such as trolleys or hoists to move heavy loads; place guards around moving parts of machinery.

2.2.4. Administrative Controls

If risks remain, they must be minimised by implementing administrative controls, so far as is reasonably practicable. Administrative controls include Safe Work Methods Statements (SWMS) or Standard Operating Procedures (SOP) that are designed to minimise exposure to a hazard as well as the information, training and instruction needed to ensure workers can work safely. For instance, develop procedures on how to operate machinery safely, provide training and support to managers and workers to identify and manage health and safety risks, limit exposure time to a hazardous task, and/or use signs to warn people of a hazard.

Some administrative measures will be necessary combined with other measures to ensure controls are implemented effectively, for example, following safe work procedures when using equipment.

2.2.5. Personal Protective Equipment (PPE)

Any remaining risks must be minimised with suitable PPE. Examples of PPE include hearing protection, clothing like long sleeve shirts and long pants, face masks, hard hats, gloves, aprons and protective eyewear. PPE limits exposure to the harmful effects of a hazard but only if PPE is used and worn correctly. Where you direct the wearing of PPE, you must provide information, training and instruction in the correct use and wearing of, and storage and maintenance of PPE.

If PPE is to be used at the workplace, you mustensure the equipment is:

» Selected to minimise risk to health and safety, including by ensuring that the equipment is suitable for the nature of the work and any hazard associated with the work and is of suitable size and fit and reasonably comfortable.

» Maintained, repaired and replaced so that is continues to minimise risk to those who use it, including by ensuring that the equipment is clean and hygienic, and in good working order.

> *'A worker must, so far as reasonably able, use or wear the PPE in accordance with any information, training or reasonable instruction and must not intentionally misuse or damage the equipment.'*

participants are required to wear appropriate clothing based on the project tasks. These requirements are to be made available with enough time for these to be obtained prior to the start of the project or activity.

The Group must also ensure that any specialised pieces of PPE e.g. safety glasses or chemical gloves are provided to workers where these are identified in the risk assessment, SOP or manufacturers requirements.

2.3. QUALIFICATIONS AND COMPETENCE

2.3.1. Qualifications:

Any Group member with supervision responsibilities should have the following qualifications:

» **First Aid** – As a minimum first aiders should hold nationally recognised Statement/s of Attainment issued by a Registered Training Organisation (RTO) for the nationally endorsed first aid unit of competency 'Provide First Aid' or a course providing equivalent skills. A higher level or additional training may be required to ensure your first aiders have appropriate skills for the risks you have identified in your workplace.

» An approved* course in Work Health and Safety to at least Certificate 2 standard.

» An approved* course in defensive driving techniques, where they will be transporting participants.

*Approved by the Group.

2.3.2. Technical Skills and Competence

Group Office Bearers must maintain a sound understanding of the practical tasks to be completed by the Group, the risks associated and how these are managed. Group Office Bearers also need to be satisfied that the Group's Project/site managers have the necessary skills and competence to complete their assigned duties safely and to a satisfactory standard. This consideration should be part of the risk assessment process that occurs prior to project commencement.

Where any doubt exists, the Group should assess, or arrange an assessment of the level of competence, and arrange further training or practice as necessary.

In particular, attention needs to be paid to:

» Vehicle operation, including trailer use;

» First Aid;

» Fencing;

» Construction works, e.g. boardwalks;

» Use of power tools;

» Hazardous materials e.g. Herbicides;

» Work on, or near water;

» Work in remote locations; and

» Training and instruction of others i.e. leading group activities.

It is critical that those participating in group activities have been given adequate training and instruction in the project tasks to complete them safely. This may take place at the worksite level or in specific skills sessions depending on the type of project, risks associated with the project and the competencies required.

2.4. SAFETY MANAGEMENT RESPONSIBILITIES

A Group is responsible for the development and maintenance of a safe working environment, the following are a brief outline of those responsibilities.

2.4.1. Group Office Bearers:

The Group have the responsibility of setting safety policies and procedures to provide a 'duty of care' for all participants of any activity conducted by the Group. The Group will appoint a Project/site manager competent at implementing and monitoring safety.

2.4.2. Project/site manager:

Is responsible for the overall planning and delivery of projects, associated safety processes and where necessary, the onsite supervision, delivery and management of projects and all participants at the project site. The extent of this role is at the discretion of the Group Office Bearers.

2.4.3. Participants:

Should declare pre-existing injuries or conditions that may affect their participation.

Cooperate with the Group in the creation and maintenance of safe workplaces (including through the adherence to policies and procedures).

Report any unsafe situation or practice to their Project/site manager.

2.5. RISK ASSESSMENTS

2.5.1. Risk Assessment Process:

A Risk Assessment process is to be undertaken prior to work commencing on any project. Hazards must be pointed out to all participants and all risk control measures explained and documented on the Project Risk Assessment Form.

A risk assessment process should be completed for every new worksite or, for every change in the nature of work being undertaken or proposed or if an incident occurs. This allows for regular reviews to help provide a more well-rounded risk management strategy and develop a better understanding of the risks.

A Group, through close examination of proposed project activities and liaison with project partners, should assist the Project/site manager to plan risk management strategies. Such strategies should be expressed in terms of the actions that will be taken to manage the risks. Comments like “awareness” and “be careful” do not describe adequate risk control measures. Refer to the ‘Safety Prompts for Practical Conservation Projects’ for assistance.

Once hazards are identified, the following risk control measures should be considered in sequence:

HIERARCHY OF CONTROL	EXAMPLES OF CONTROL MEASURES
Elimination	» Close road when doing roadside work. » Deliver materials (e.g. gravel) directly to the point of use.
Substitution	» Replace hand tools with power tools to reduce the level of force required to do the task.
Isolation	» Put a barrier between the hazard and people. » Exclusion zones.
Engineering	» Use mechanical lifting aids. » Provide adjustable workstations.
Administrative	» Rotate workers between different tasks. » Train workers to use control measures implemented when carrying out normal tasks. » Standard Operating Procedures (SOP’s)
Personal Protective Equipment	» Gloves. » Safety glasses. » Hearing protection

The first action in controlling a risk should always be to eliminate the risk e.g. implement control measures that remove the possibility of the risk occurring. If this is not possible then minimise the likely hood of the risk occurring as well as the level of consequence should the risk occur according to the sequence in the table.

Where a risk is assessed as unacceptable the task should not be undertaken by the Group.

Administrative Controls and PPE are the least effective at minimising risk because they do not control the hazard at the source and rely on human behaviour and supervision.

When considering the use of PPE, it should extend beyond the obvious boots, safety glasses and gloves, and might include gaiters in snake habitat, mosquito nets where there are high numbers of insects or knee pads for kneeling on the ground.

2.5.2. Unacceptable Risk

Where the risk assessment process leaves the Group or Project/site manager in any doubt that the project can proceed safely, they should suspend work on the project, or that component which is the source of concern, until such time as the risk can be satisfactorily controlled.

At no time should the achievement of work outcomes be allowed to compromise safety.

(see also WHS Guidance Note 1: Risk Assessment Process)

2.6. CONSULTATIVE ARRANGEMENTS

2.6.1. Safety Meetings

Safety meetings should be held using the following standard meeting procedures to provide a forum for discussion on how safety is managed, and address issues raised.

Safety meetings should be held at least monthly. If safety meetings are not held by the Group, alternative consultative arrangements should be established to allow safety information and issues to be communicated. This may include newsletters, notice boards and websites, toolbox talks or suggestion boxes.

Meeting procedures include:

- Meeting dates advised well in advance so that participants can plan to be in attendance and/or raise issues for inclusion on the agenda.
- Agenda circulated in advance of meeting.
- The meeting is firmly chaired so that discussions remain relevant and solution focussed.
- Participants unable to attend are given the opportunity to participate via a telephone link.
- Responsibilities for any actions arising from safety meetings are clearly identified in terms of what action will be taken, by whom and when.
- Minutes are kept and circulated.

Safety must also be a standing agenda item at management committee or board meetings to discuss safety management, performance and incidents.

2.6.2. Health and Safety Representatives (HSR)

The appointment of an HSR is not mandatory under WHS law. However, the Group is required to facilitate the election of an HSR if one or more workers request that this be done.

The purpose of a HSR for the of reviewing safety performance, disseminating safety information, assisting in addressing and representing workers on safety issues raised by the worker group.

2.7. PROJECTS REQUIRING HIGHER LEVEL RISK MANAGEMENT

2.7.1. Justification for Higher Risk Projects

If the Group is to voluntarily undertake a project that involves a higher than normal level of risk, there should be sound reason for doing so, and only then, if the extra risk can be satisfactorily managed this may involve the inclusion of a specialist to oversee the management of the project.

Factors that would cause a project to fall into this category include:

- Remote location and/or travel.
- Reasonable possibility of extreme climatic and associated conditions e.g. blizzard, cyclone, flood, extreme heat, bush fire.
- Proximity of heavy vehicles, machinery/plant.
- Possibility of exposure to hazardous substances such as herbicides, lead based paint or asbestos.
- Any risk that requires the use of personal protective equipment (PPE) that would not normally be available on project sites, or other specialised safety equipment e.g. fall arrest harnesses or scaffolding, respirators, disposable overalls.

All activities undertaken on projects need to be approved by the Group prior to commencement.

2.8. EMERGENCY RESPONSE PLANNING

Every project site is required to have an Emergency Response and Evacuation Plan that is communicated to all participants on the project. Consideration must be given to reasonably foreseeable emergencies so that appropriate response plans are developed. The plan needs to identify strategies for both getting assistance to the participants and evacuating them to a safer location. The Emergency Response Plan form in Section 6 will assist in developing this plan.

2.8.1. Emergency Response Plan includes:

- Access to two forms of communication (so far as is practicable).
- The position where the communication signal is strongest should be determined and then clearly marked.
- The project vehicle should be parked in a position where it is immediately available for evacuation and should have sufficient fuel to reach the nearest hospital or point of emergency assistance.
- The Project/site manager must identify and communicate to the participants, a suitable emergency signal such as a whistle blast or vehicle horn blast.
- Alternative escape routes need to be identified in recognition that the preferred route might not be safe or available. e.g. bushfire, flood.
- Clear and concise directions to the site, this is to include map references or references to readily identifiable landmarks, are to be recorded on the Risk Assessment Form, where they are accessible to all participants.
- Any participants with first aid qualifications or experience should be identified and ask to be utilised if required, so they can assist with the treatment of injuries, or communication with emergency services; and
- Consideration must also be given to the possibility that the Project/site manager may be incapacitated and unable to initiate or lead an emergency response.

At the first practicable opportunity, after participants have been made safe and emergency services contacted, the Project/site manager should advise the Group who will take appropriate action.

Emergency contact numbers and what to do in the event of an emergency needs to be clearly communicated to all participants.

2.8.2. Emergency Communication Protocols

The purpose of communications should be to arrange assistance for the participants as quickly and effectively as possible to minimise harmful effects to individuals. It is essential that Project/site manager have all necessary emergency contact details. The national '000' emergency number should be backed up with local emergency service numbers and the '112' emergency number for mobile phones.

Where mobile phone reception is poor, unreliable or unavailable the use of an Emergency Position Indicating Radio Beacon (EPIRB) is to be included in the Emergency Response Plan. An EPIRB is to be carried in the project vehicle, its position and how to use it is to be communicated to participants as part of the safety brief.

With regards to media comments, participants should not offer, or be drawn into, making any comment in respect of an emergency, unless specifically authorised by the Group or their delegate. A polite "No comment" is all that should be offered, and the enquiry directed to the Group.

2.8.3. Emergency Information

Emergency services and the weather bureau have websites and apps that provide useful information for project planning and monitoring.

2.8.4. Project Site Reference Points

Precise location reference points are necessary so that emergency services can be provided with accurate and concise directions to the project site. *It must always be remembered that the Project/site manager might not be in a position to speak with emergency services and another person may have to provide direction.*

2.8.5. Emergency Contact Details

While the '000' emergency number should be the first number called, this should be backed up by the local emergency service numbers and the '112' emergency number for mobile phones. A completed 'Emergency Response Plan' form has additional emergency contact details.

2.9. DISCLOSURE OF PRE-EXISTING MEDICAL CONDITIONS

The safety of a work site or project cannot be assessed without consideration of the capacity of the person involved. An activity that may be safe for one person may be unsafe, even dangerous, for another who has a pre-existing injury or condition. Consequently, participants must have their foreseeable tasks and work sites clearly explained to them, so they are able to make an informed and considered decision about the disclosure of pre-existing conditions.

It is an accepted condition of any employment to disclose pre-existing injuries and conditions when a new employee starts with an organisation and that the management of any pre-existing injuries or conditions is considered to prevent any aggravation.

Therefore, participants are required to complete a Participant Registration Form for the same reason. Where a pre-existing injury or condition is disclosed, an appropriate management plan must be developed and agreed as practicable by the participant.

Regular participants should be asked to renew their registration every twelve months, or sooner if their health or fitness status changes.

Any personal information disclosed to the Group, must be treated in strict confidence and used only for the purpose of safely and discreetly managing the condition disclosed.

(see also WHS Guidance Note 5: Pre-Existing Medical Conditions).

2.10. BULLYING AND HARASSMENT

Everyone is entitled to a positive workplace free from intimidation, ridicule and harassment and every person has a responsibility to maintain that environment. Bullying and harassment should be discussed at inductions or worksite briefings. The message needs to be clear that bullying, and harassment will not be tolerated.

The Group should have the following in place:

» A contact person established to receive complaints. This can be the HSR if elected.

» A process established to resolve complaints respectfully, confidentially and fairly.

» Measures to provide everyone with information on what constitutes workplace bullying and harassment.

2.11. LONE WORKERS

Working alone, particularly in a field-based situation, increases the potential consequences of hazards due to the difficulty in obtaining emergency assistance and the potential for injury, illness or breakdown to go unnoticed for some time. The consequences can be potentially fatal if protocols are not established and followed in the management of risk and communication with the lone worker.

A person is deemed to be working alone when they cannot be seen or heard by another person, and when they cannot expect a visit from another worker or member of the public for some time.

2.11.1. Lone Worker General Principles

» Workers are not to engage in isolated work if they have a medical condition that is deemed to be potentially life threatening.

» High risk activities are not to be undertaken by lone workers.

» It is recommended that the lone worker have a current first aid qualification.

» Emergency contact numbers e.g. spouse/partner, must be known for the lone worker.

» Reinforce the need for compliance with the organisation's safety policy at all times.

2.11.2. Lone Worker Preparation

As far as is reasonably practicable, avoid requiring people to work alone. Where it is deemed necessary that a worker operates alone, appropriate risk assessment is to be conducted considering:

» The length of time a person will be working alone.

» The location of the work site.

» The specific nature of the work being undertaken e.g. high-risk work is planned.

» Expected or likely weather conditions.

» Communication, including implementation of the communication and escalation process.

» The competencies and experience of the person who will be working alone.

2.11.3. Lone Worker Communication and Escalation Process

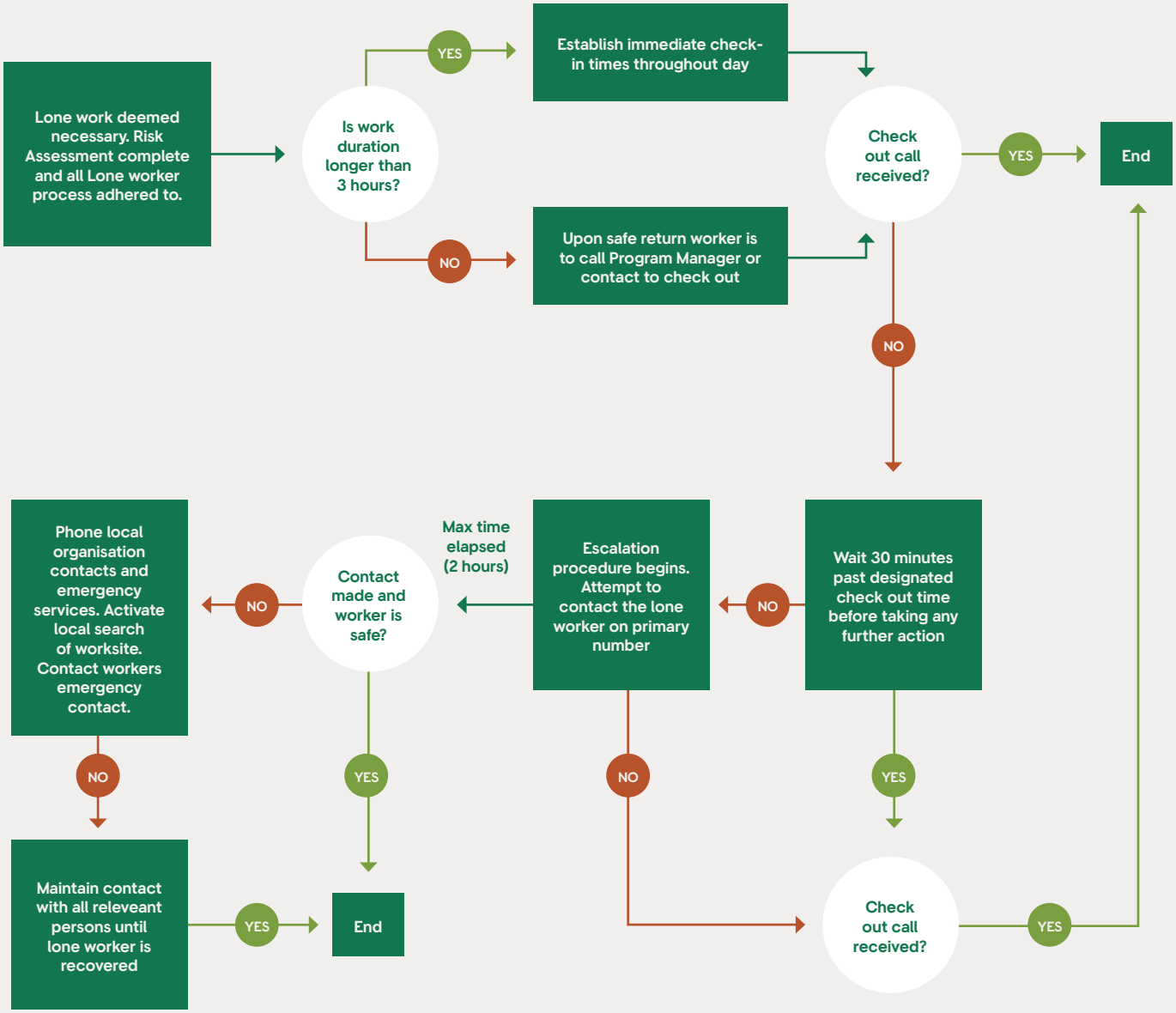
A reliable method of communication e.g. landline, mobile, satellite phone or two-way radio is to be carried at all times. This is to be backed up by a secondary emergency device such as an EPIRB or a SPOT GPS Messenger.

Communication protocols and escalation process in the event a lone worker does not check in must be in place as shown in *diagram 4*.

» If the isolated worker departs from a common depot or workplace, the itinerary can be lodged via a designated movements board. In this case a protocol and 'person in charge' for checking this must be in place.

» If there is specific reason to fear harm to the lone worker (e.g. reports of fire or flood in the work area) this timeframe should be reduced based on the perceived risk or the task is rescheduled.

DIAGRAM 4


Lone work deemed necessary. Risk Assessment complete and all Lone worker process adhered to.
Is work duration longer than 3 hours?
YES
Establish immediate check-in times throughout day
NO
Upon safe return worker is to call Program Manager or contact to check out
Check out call received?
YES
End
NO
Wait 30 minutes past designated check out time before taking any further action
NO
Escalation procedure begins. Attempt to contact the lone worker on primary number
Max time elapsed (2 hours)
Contact made and worker is safe?
NO
Phone local organisation contacts and emergency services. Activate local search of worksite. Contact workers emergency contact.
NO
Maintain contact with all releveant persons until lone worker is recovered
YES
End
YES
NO
Check out call received?
YES

3. Worksite/Project Safety

3.1. SAFETY ON THE WORKSITE

3.1.1. Project/site manager Responsibility

The general safety and welfare of participants is the prime responsibility of the Project/site manager for the entire duration of the project. If, for any reason, the Project/site manager must leave or divide the group, careful thought must be given to the most appropriate arrangement to ensure that supervision is maintained.

3.1.2. Project Site Briefing

In addition to the general induction that is completed as part of the registration process, a site and project briefing must be completed at the commencement of each project. The Project Briefing Guide (see section 5 – Induction) should be used with a minimum of the following communicated:

- Context and aims of the project.
- Tasks and duties.
- Risk assessment, worksite safety and PPE.
- Emergency procedures, first aid, communications and reporting.
- Toilets and hygiene facilities.

3.1.3. Smoking, Drugs and Alcohol

Smoking or the use or storage of alcohol or illegal drugs is not permitted within the confines of project sites, offices, accommodation or vehicles. At outdoor project sites, smoking may only occur during designated breaks, in a designated area and only where other persons will not be exposed to the risks of passive smoking.

Smoking may not be permitted at all if the Project/site manager deems the fire risk to be unacceptable

3.1.4. Mobile phones, iPods/iPads and other personal electronic devices.

While undertaking a risk assessment, whenever safety instructions are being issued or whenever voice contact with the Project/site manager is necessary, participants should be asked not to use mobile phones or other electronic devices that might distract their attention and the use of head phones or ear buds to listen to music is not permitted.

3.1.5. Positive Work Site Behaviours

Notwithstanding responsibilities detailed elsewhere in this policy, it is expected that Project/site managers will demonstrate the following positive safety behaviours:

- On arrival, and regularly throughout the project, inspect the site for hazards.
- Ensure that a vehicle is on site and parked with an unobstructed exit. This vehicle should also have a fire extinguisher compliant with local jurisdiction guidelines.
- Ensure that the vehicle has sufficient fuel to reach the nearest hospital or medical support.
- Have escape routes planned.
- Provide a tool demonstration that is adequate to stress safety and efficiency. (This should include emphasis on safe tool use, carrying and storage).
- Keep both the accommodation and work sites tidy.
- Use fire responsibly, especially during high fire danger periods. (See 9.1 Burning Off).
- Ensure that the first aid kit is accessible at all times.
- Intervene immediately when any dangerous/unsafe practice is observed.
- Continually reinforce the importance of safety and hygiene by personally modelling safe and healthy practices.
- Report, monitor and investigate (where applicable) any incidents according to Group polices.
- Wear a high visibility vest or clothing to allow for ease of identification in the event of an emergency.

3.2. HARD HATS

Hard hats must be worn where the Project Risk Assessment indicates there is a potential for head injury to be sustained. Examples of this are:

» Limbs or any other objects may fall.
» Rocks may dislodge from steep track sections or embankments.
» Tools or timber may be carried, swung or lifted at, or above, head height.
» One worker is working above another.

Where the potential for head injury is recognised, efforts must be made to eliminate or reduce the risk before workers with hard hats are permitted to work on site.

Because chemicals found in some felt pens and adhesives may affect the performance of hard hats, no unauthorised stickers or writing (e.g. Names, slogans etc) are to appear on hard hats.

Project/site managers should be responsible for the cleanliness, hygiene and maintenance of hard hats.

In order to facilitate monitoring of the age of hard hats, it is essential that the replacement date is entered inside each hat before it is issued for the first time.

3.3. INSECT-BORNE DISEASES

Ensure that all participants are frequently reminded of the need to take precautions to minimise the chance of contracting an insect-borne disease e.g. Ross River Fever, Dengue Fever, Malaria, Tick Paralysis etc.

Steps to be taken are:

» Make participants aware of the risk, particularly in relation to mosquito and tick bites.
» Monitor use of protective clothing policy. i.e. long trousers, long sleeves.
» Ensure insect repellent is available and used, and participants should be encouraged to carry their own.
» Modify work practices to avoid locations or times when insects are more prevalent or active and encourage the use of mosquito nets.

3.4. BUSHFIRE SAFETY

The information provided in this section is general in nature. For more in-depth guidance on working on Bushfire Recovery Projects see Bushfire Safety Essentials, this provides specific inductions, training and procedural assistance required for involvement in Bushfire Recovery Projects.

3.4.1. General Principles.

» No participants should be placed at risk or allowed to remain at risk during a bushfire or when there is a high fire danger. Completing a project is never a higher priority than the safety of participants.
» Most people are generally not trained to fight bushfires. Procedures are therefore aimed at removing participants from contact with bushfires.
» Participants working in 'at risk' areas must have two means of communication available to them e.g. phone and radio or phone and EPIRB (Emergency Position Indicating Radio Beacon) etc.
» Pre-bushfire season preparation is essential.

It is essential that the possibility of bushfire is a prominent aspect of all project planning and risk assessments.

In particular, the following questions need to be considered:

» How great is the threat of fire? Consider the project area, the weather forecast, fire danger period for your region etc.
» Are there escape routes? Is the Project/site manager clear on these? Fires are unpredictable and often change direction.
» Are emergency communications available? Absolutely essential in high risk areas.
» Does the Project/site manager regularly monitor radio news reports and have the Bushfire Information Line number available?
» Have the issues of bushfire threat and emergency evacuation been discussed with the landholder and other project stakeholders?

» Are those involved with the project acting responsibly regarding the use of fire while at project sites or accommodation? While being mindful of the threat of fires caused by external forces, we must ensure that all personnel model the highest standards of fire safety, including safe extinguishing of cigarette butts.
» Are the above issues highlighted in safety talks to participants? Everyone must know what to do in the event of an emergency evacuation.
» Do our vehicles have sufficient fuel to enable them to evacuate an area safely?

3.4.2. Periods of High Fire Danger.

A National Bushfire Danger Rating system was adopted in 2009, based on the recommended actions associated with the ratings, the following should apply to project work:

» Stand down or cancel project activities on days of Catastrophic Fire Danger.
» Do not enter forests, bushland, grassland or other high fire danger areas on days of Severe or Extreme Fire danger. Work in urban or residential areas may be acceptable based on the normal risk assessment process.
» Limit distances from the vehicle in high fire danger areas e.g. bushland on days of Very High, or greater Fire Danger.
» Identify and record the 'place of last resort' for each worksite.

Project/site managers are to be aware that finishing the project is never a higher priority than the safety of people. Project/site managers must be prepared to withdraw people (or not send them) from project sites when the appropriate Fire Danger Rating thresholds are reached.

(see also WHS Guidance Note 3: Bushfire Preparedness).

3.5. HANDLING NEEDLES, SYRINGES AND OTHER SHARP OBJECTS

Whenever participants are to be involved in projects requiring litter collection, clean-ups or hand weeding. The Risk Assessment must take account of the potential presence of needles/syringes and other sharp objects that may expose participants to needle stick or laceration injuries.

All reasonable measures are to be taken to eliminate or minimise this risk. For example should needles/syringes be found during a project, they should be picked up using implements such as tongs, spades or shovels, and then placed in an impervious sharp's container and the Project/site manager is to be advised.

Where any sharp object needs to be handled for disposal, cut/stick resistant gloves are to be worn.

If needle caps are present, no attempt should be made to re-cap the needles, as this action has significant risk of needle stick injury.

The sharps container should be crush resistant and able to be sealed effectively and transported in a safe and secure manner. The local health authority should be contacted for advice regarding the proper disposal of needles/syringes. Where possible the use of a designated yellow 'Sharps Container' is to be used.

Where a high incidence of needles/syringes is evident at a project site, it may be necessary to have the site assessed by the local health authority. Removal of syringes may be necessary by the local health authority or their contractor before the project proceeds.

3.6. FOOD SAFETY

It is common for volunteer organisations to include social activity around the preparing and supply of food. Whenever the Group is managing, preparing and supplying food it is important to adhere to correct food handling techniques to avoid food poisoning or gastric illnesses. In some instances, a person within the group, who has a food handling qualification, can be an asset to lead and manage food preparation.

Where the Group is supplying food, it is their responsibility to ensure safe selection, storage and preparation. This policy also applies to the provision of 'bush tucker' to participants.

It is a requirement to ask participants if they have a dietary requirement or have a food allergy. The Participant Registration Form can assist in identifying people with dietary requirements.

Volunteer organisations often conduct fund raising with the cooking and supplying of food to the general public e.g. BBQ at local hardware store. In this situation it is a requirement to have available a list of all ingredients in the food. This is required for a cake stall as well as a BBQ. People purchasing food can review the list and determine if it is suitable for their consumption.

3.6.3. Food Purchasing.

Prior to purchasing foods, the Project/site manager or their representative must check if any participant has a food allergy. Severe food allergies e.g. to nuts, shellfish could require complete exclusion of some products or necessitate separate catering requirements. Food purchases should cater to meet adequate nutrition for participants with specific dietary requirements, e.g. vegetarian, gluten intolerance, etc. Minimise storage times and waste by avoiding over-buying of food.

3.6.4. Food Storage.

The Group must ensure adequate facilities are provided for storage of food in transport and on site (e.g. identify a shady location to store a cooler). Refrigeration must be provided for food to be kept for long periods. Ensure that suitable storage containers are provided. Key points for food storage:

- Project/site managers must check for any spoilt food. Food handling and storage details are of great importance as the most dangerous contaminations are largely undetectable.
- Check use-by dates and dispose of any suspicious produce.
- Keep chilled foods at 5oC or colder, and hot foods at 60oC or hotter.
- Avoid cross-contamination and dispose of any food affected by other products.
- Store raw meat below cooked meat.
- Partially used canned foods should be transferred to glass or plastic containers to avoid reaction with tin-plated metals.
- Thoroughly rinse all fruit and vegetables in clean water to remove soil, bacteria, insects and chemicals.
- Protect all foods (particularly raw meats) from flies and other pests.
- Chemicals, e.g. herbicides, etc must not be stored in food storage and preparation areas.

3.6.5. Food Preparation Hygiene and Safety.

Personal hygiene is the responsibility of individual participants. Project/site managers should provide soap and washing water and direct their usage prior to eating or preparing food.

Key points for food preparation:

- Check use-by dates and dispose of out-dated produce.
- Exclude from food preparation any participants showing symptoms of contagious viruses.
- Exclude animals from food preparation areas.
- Provide non-latex rubber gloves for food preparation.
- Separate cutting boards are used for meat and other food.
- Avoid combining cooked and raw ingredients

The Project/site manager must check the function of cooking equipment, e.g. gas bottles, hoses, etc.

A risk assessment needs to be completed with regards to food handling and preparation, including the use of equipment e.g. gas BBQs. When cooking with a flame or electricity, a fire blanket is mandatory. A First Aid kit is required in case of an emergency incident.

3.7. WORK SITE HYGIENE

The provision of access to adequate work site hygiene facilities is critical in preserving the health and dignity of all participants. Such provision must also account for environmental impact issues.

It is the responsibility of the Group, when negotiating projects with partner agencies and landholders, to determine the strategies to be used in ensuring that the rights of participants in this regard are protected.

3.7.1. Disease Control.

Infectious disease and illnesses such as COVID-19, influenza and meningococcal disease may be transmitted via bodily fluids from coughing or sneezing. Accepted personal hygiene practices need to be monitored and maintained more detailed information in relation to this can be found in WHS Guidance Note 12.

The sharing of drink bottles or cups is to be avoided and all participants should have ready access to soap and water for frequent hand washing.

Information provided in relation to the participation in projects is to advise participants that if a participant is unwell they are not to attend the workplace or project site. If a participant attends a project site and is unwell, they are to be asked to go home and not remain at the site.

(See also WHS Guidance Note 12: COVID-19 Control at Worksites)

3.7.2. Access to Toilets.

All work sites are to have access to toilet facilities that allow for the privacy and hygiene of participants. This access can be provided, in priority order, by:

- Fixed or portable toilets on site.
- The construction of pit toilets in keeping with personal and environmental requirements may be necessary in situations where this is the only practicable solution available.
- The provision of a morning, lunchtime and afternoon trip for the participants to toilet facilities, in situations where they are operating for short times, and where neither of the above is practicable.

All toilet facilities must have the accompanying requirements necessary for participants to adhere to hygienic toilet use practices in relation to washing, and the appropriate disposal of waste products.

Project/site managers have the responsibility to ensure that these provisions are managed in a sensitive manner that will not cause embarrassment to participants. In particular the need to account for the dignity and rights of female participants during menstruation is critical.

The provision of personal hygiene items is the responsibility of the individual. However, the Group must always provide access to soap and water. It is also advisable for Project/site managers to have a supply of sanitary items available.

(see also WHS Guidance Note 2: Providing Toilet Facilities at Project Sites).

3.8. HAZARDOUS MANUAL TASKS (MANUAL HANDLING)

Hazardous Manual Tasks or Manual Handling refers to a wide range of activities including lifting, pushing, pulling, lowering, holding, carrying or restraining any object, animal or person. These activities have the potential to result in conditions known as Musculoskeletal Disorders (MSD). The incorrect training and management of Manual Handling may result in the following injuries and conditions:

» Muscle strains and sprains;
» Injuries to wrists, arms, shoulders, neck and legs;
» Back injuries and hernias, and
» Chronic pain conditions.

3.8.1. Pre-Project Planning and Preparation.

Where possible, prior to project commencement, the Project/site manager should plan and negotiate the control of these risks by arranging the strategic pick-up or delivery of project materials and tools so as to minimise the amount of lifting and carrying required.

3.8.2. On-Site Risk Assessment.

During project site risk assessment stage, deliberate strategies need to be developed to eliminate or minimise:

» The lifting and lowering of loads,
» The need for bending, twisting and reaching movements, and
» Pushing, pulling, carrying and holding.

Tasks requiring participants to lift, lower, carry, hold, pull or push while they are bending, twisting or reaching need to be avoided. Consideration must also be given to the duration of the activities and the physical capacity, including any pre-existing conditions, of those proposed to undertake them.

Only after the tasks have been modified to minimise the above risks, consideration needs to be given to task rotation and the demonstration of individual or team lifting techniques. Loads or weights of loads are to be 'tested' before any lifting is attempted.

'Brain power' instead of 'brawn power' – Smart solutions should always be sought in the first instance, this an opportunity to engage in consultation with participants for their views.

The potential for crush injuries needs to also be considered if heavy lifting is to be undertaken.

Mechanical devices i.e. wheelbarrow or trolleys are invaluable in eliminating or reducing the likelihood of a manual handling related injuries.

3.8.3. Repetitive Actions.

Repetitive actions, even when the load is minimal e.g. shovelling mulch or soil, present different risks, especially for those who are not conditioned to the activity. These activities require careful and deliberate risk management.

3.9. EXTREME WEATHER CONDITIONS

Extreme Weather Conditions are situations where conditions have the reasonable potential to cause stress or extreme discomfort to those involved. It is reasonable to assume that participants will expect to experience some measure of discomfort attributable to climatic conditions. However, the standard risk assessment process must be used to ensure that risks are kept within the range of acceptability.

The risk assessment process is to consider the following:

- The expected duration of the extreme conditions.
- The type, quality and availability of shelter and/or protective clothing.
- The proximity of accommodation relief.
- The degree to which participants are acclimatised to the conditions.
- The physical demands of the tasks being undertaken.
- Pre-existing medical conditions must also be taken into account.

Because there are so many variables in relation to the management of Extreme Weather Conditions, there are no set arbitrary temperatures that determine when work should cease.

Both extreme heat and extreme cold can progressively affect outdoor workers, and create risks related to changes in core body temperature and impaired coordination and judgement. It must be recognised that individuals may react very differently to extreme conditions, therefore Project/site managers must be mindful of the need to monitor and manage individual participants in these circumstances.

Consideration must also be given to associated risks such as bushfire, sunburn, flooding, high winds and hazardous road conditions.

3.9.1. Project pre-planning.

During the project pre-planning and development phase, Group must consider the likelihood of extreme conditions, and ensure that so far as practicable:

- Alternative activities are available.
- The Project/site manager is adequately briefed.
- Pre-existing medical conditions of participants are considered.
- Appropriate resources are made available to participants to account for potential weather extremes.

3.9.2. Lightning and/or Electrical Storms.

Risk of a lightning strike is to be managed in accordance with the **'30:30 rule'** – when the sound of thunder follows less than **30 seconds** after a visible lightning flash, outdoor workers are to seek immediate shelter inside a building or vehicle and remain there for at least **30 minutes** after the last lightning flash is seen. Research indicates that over half of lightning deaths occur after the thunderstorm has passed.

3.10. TRAVEL BY OR USE OF BOATS

The use of boats carries a higher degree of risk and their use needs be carefully planned and managed.

Where third parties are responsible for operation and/or control of a boat i.e. commercial operators, contractors or Project Partners, the following are to be considered prior to commencing the project:

- The operator is appropriately qualified and licenced.
- The boat is properly licenced and seaworthy, and the number of passengers will not exceed the licensed capacity of the boat.
- Personal Flotation Devices (PFDs) are available for all passengers.
- A strategy is in place to monitor weather conditions and an evacuation plan has been developed.

Small boats or canoes may be appropriate for some projects. The below are to be considered during the risk assessment process:

- Type and stability of the craft is suitable for the task.
- Type of water way e.g. Open water – ocean/lake/harbour, Closed water – river/estuary/creek.
- Water conditions e.g. depth, currents, clarity, choppiness etc.
- Experience of the Project/site manager.
- Training for all participants and their swimming ability.
- Exposure to sun and wind.
- Availability of personal floating devices (PFD's).
- Maximum distance from shore.
- Emergency response/rescue plan.

4. Motor Vehicle and Road Safety

4.1. DRIVER RESPONSIBILITIES

4.1.1. Minimum Requirements.

Road transport to and from project sites is the highest risk activity normally undertaken by a Group. The highest standards of safety and responsibility are expected when transporting people as part of a project or activity.

- All drivers of vehicles are to hold a current Provisional driver's licence or higher.
- Drivers are to comply with local jurisdiction road laws.
- A 'zero blood alcohol' (0.00 BAC) requirement applies to all drivers of project vehicles.
- Verification of Competence (VOC) is required every 12 months.
- Project/site managers are not to drive or authorise the use of vehicles they know to be unsafe.

4.1.2. Emergency Circumstances.

Project/site managers are advised to identify an appropriately licensed participant who can drive a vehicle in an emergency that renders the Project/site manager incapable of driving safely.

In this circumstance, the designated emergency driver should be instructed to transport the participants to the nearest safe point of communication. In some circumstances, it may be preferable that the emergency driver transports the Project/site manager to medical aid without exposing the rest of the group to the danger of travelling with a driver who is not accustomed to the vehicle.

4.2. ROAD SAFETY AND VEHICLE MAINTENANCE

Transport to and from project sites is the highest risk activity undertaken by a Group. In order to maintain high safety standards:

- Drivers are to hold an appropriate licence and competent to operate the vehicle and/or trailer being used
- A register is to be maintained recording the driver licence details, for any person operating project vehicles or trailers, this is to include:
  - Licence type or class – Provisional, or Open/unrestricted.
  - Endorsements.
  - Restrictions.
  - Date of expiry.
  - VOC currency.
- Driver competence is to be assessed on a 12-monthly basis through a Verification of Competence (VOC). A VOC can be conducted by an approved assessor or a driver with a current VOC.
- Vehicles are to be driven in a manner that ensures all occupants are safe and feel safe.
- Passengers are not to be transported in the open areas of the vehicle e.g. Ute tray or trailers.
- Seat belts, where fitted, are to be worn by all occupants whenever a vehicle is in motion.
- Vehicles and trailers are to be maintained in a safe and roadworthy condition in accordance with manufacturers specifications.
- Chemicals or tools and equipment etc. are not to be carried inside passenger compartment of vehicles.
- Vehicle occupants should limit 'in vehicle' luggage to a small daypack.

- Participants are not authorised to drive project vehicles other than in emergency circumstances.
- Drivers are to have 'zero blood alcohol' where driving at any time during a project.
- The driver responsible for the vehicle and/or trailer is to undertake a 'Pre-departure Check' prior to departing for, and returning from, each project/activity.
- Drivers should maintain sufficient fuel to reach the nearest hospital or medical centre.
- Trailers are only to be used in accordance with manufacturer recommendations (Refer to Owner's Manual) and operators must be competent in their use.
- Whenever a vehicle, with trailer attached, is being reversed. A participant is to be delegated to stand in a safe place and visible by the driver to provide direction to the driver.
- Trailers are to be serviced at annually when used for 'on road' use, where trailers are used for 'off-road' projects or if subjected to heavy use service intervals are determined through the Pre-departure Check process.

4.3. VEHICLE ACCIDENT PROCEDURES

4.3.1. General Procedure.

If a project vehicle is involved in a motor vehicle accident, the law requires the following action is taken:

- Stop immediately.
- Provide assistance to any injured person, where possible.
- Notify police and/or ambulance if anyone is injured.
- Give the drivers name, address, vehicle registration number, and vehicle owner's name and address to the other parties.
- Remove all debris from the road, if safe to do so.
- Report the accident to the nearest police station if there is only property damage, and the owner or a representative if the owner is not present.
- Do not admit liability, as this may jeopardise the insurance cover.

4.3.2. Motor Vehicle Accident Claim Forms.

A motor vehicle accident claim form must be obtained from your Insurance Company.

4.4. NON-APPROVED TRANSPORTATION

4.4.1. Open Vehicles.

The transportation of any participants on or in the back of open vehicles e.g. trailers, utilities etc. is prohibited regardless of whether it is on private or public land.

4.4.2. Private Vehicles.

Project/site managers should not, encourage or authorise participants, for whom they are responsible, to travel in the private vehicles of other participants.

4.5. USE OF MOBILE PHONES IN VEHICLES

There is evidence that talking on the phone while driving, even when using 'hands free', can significantly increase the risk of accident. Phones should be turned off or not answered whilst vehicles are being driven in circumstances that demand the full attention of the driver e.g. traffic, slippery conditions, off-road etc.

It is illegal to have your mobile phone touch any part of your body, other than to pass it to a passenger. You can be fined and may incur demerit points when you get caught using your phone while driving. You may be permitted to use your mobile phone only if the phone is secured in a commercially designed holder fixed to the vehicle and doesn't obscure your view of the road, or if it can be operated without you touching any part of the phone, such as via Bluetooth or voice activation.

5. First Aid

5.1. FIRST AID

5.1.1. Content of First Aid Kits.

The St John 'Outdoors' Kit, or equivalent, is recommended for regular group activities numbering four to ten. These kits should be supplemented by the addition of an approved resuscitation mask and any additional items deemed necessary after consideration of risks associated with tasks to be undertaken.

5.1.2. Management of First Aid Kits.

Project/site managers are responsible for managing their first aid kits, including:

- Checking contents of first aid kits, before departure.
- Ensuring that kits are loaded and accessible.
- Checking emergency contact numbers are included.
- Checking hospital and phone locations are known.
- Identifying any participants with first aid qualifications.
- Ensuring that participants know the whereabouts of first aid kits.
- Ensuring the adequacy of first aid kits in relation to any known pre-existing medical conditions or injuries. (*Notwithstanding the personal responsibility of participants to provide their own medications in accordance with their personal risk management plan.*)
- Maintaining a Register of Injuries.
- Restocking the kits after returning from projects.

5.1.3. First Aid Kits in Project Vehicles.

A project vehicle is a worksite and must carry a first aid kit.

(see also WHS Guidance Note 6: First Aid Kits).

5.2. FIRST AID: MEDICATIONS

5.2.1. Background.

First aiders are not authorised to administer or supply scheduled medications. First Aid courses at this level do not give training in the use of medications. 'First aid' is defined as the provision of emergency treatment and life support for people suffering injury or illness, the dispensing of medication does not fall within this definition. First aid training is directed towards maintenance of the airway and circulation, control of bleeding and management of fractures and burns. The contents of the first aid kit should reflect these priorities.

First aiders cannot reasonably be expected to have knowledge of all medications, such as correct dosage, indications for use, precautions associated with use, drug interactions and contra indications. Concerns with medications is that the recipient may suffer an allergic reaction, this is possible even with common medications such as paracetamol.

It is preferable to actively manage the cause of headaches e.g. excessive noise, dehydration etc, rather than being reactive by participants requiring medication through pain relief tablets.

Workplace first aid kits are not to include any medications which are labelled as:

- Pharmacy medicine;
- Pharmacist only medicine;
- Prescription only medicine;
- Controlled drug; or
- Any other scheduled medications for example:
  - Analgesics – Paracetamol, Aspirin, Panadeine, Disprin, Codeine based products
  - Eye treatments – Albalon, Antistine-Privine, Visine, Murine
  - Burn Creams – Mediderm, Derm-aid, Medi-crème, Silvazine
  - Cold and Flu Products – Benadryl, Codral, Demazin, Difflam, Duro-Tuss, Sudafed

Participants must be made aware of this and should be asked to supply and administer their own medication.

5.3. FIRST AID: INFECTION CONTROL

5.3.1. Universal Hygiene Precautions.

Strict adherence to universal hygiene precautions is the most effective way of managing potential workplace infectious diseases that may range from COVID-19 to measles, common cold to Hepatitis and HIV. All first aiders must treat any bodily fluids as potential sources of infection, independent of diagnosis or perceived risk. This is essential for the protection of the first aider and anyone with whom they have contact.

5.3.2. Infection Control Strategies.

» Create a barrier between the first aider and any blood or body fluids by using disposable non-latex* gloves. Goggles and other protective clothing may have to be considered in some circumstances.

» Immediately and thoroughly wash, with soap and water, any part of the body that comes into contact with blood or body fluids. Flush eyes and mouth with clean water.

» Carefully clean up blood spills and clean surfaces with disinfectant.

» Appropriately launder or dispose of any items that have been soiled with blood or body fluids.

** Non-latex gloves include Ansell Dermaprene, Baxter Duraprene and J&J Allergard.*

6. Project Records and Reporting

Finding ways to make projects better for all those involved is an important aspect of managing projects. To help in the continuous improvement of projects and the involvement of participants, the use of record keeping and reporting makes this process more effective and helps to achieve better outcomes for further projects.

6.1. PROJECT REPORT FORMS

Project Report Forms are the official records of projects. As such, each form is a legal document that may be presented in court in the event of legal action that follows a project-related accident. Properly completed reports are important records of the work undertaken by the Group, the participants and any issues that arose.

6.1.1. Project/site manager Responsibility

» All injuries are to be recorded in the Register of Injuries, even those that appear minor. This information is important to the process of reviewing and improving safety performance. The Project/site manager should ensure all participants have access to the Register and understand its purpose.

» Flippant or sarcastic comments are not to be recorded on Project Report Forms.

» Project/site managers should complete these reports accurately with sufficient detail. As a general rule, it is better to record more information than is anticipated, and in a manner which reflects credit on the Group.

6.1.2. The Groups Responsibility

The Group should review the reports to ensure they are completed accurately and note any issues that require follow-up and any action taken in relation to issues arising from the report should be noted.

6.2. ACCIDENT-INCIDENT REPORTING

6.2.1. Register of Injuries

Every project or activity site should have a Register of Injuries or Accident – Injury Book to which participants have ready access. Details of injuries, including those that appear minor, should be recorded in the Register.

6.2.2. Accident/Incident Investigation Report

An Accident/Incident Report is to be completed when any of the following occur:

» An injury/illness requiring professional medical attention; and/or renders the participant incapable of working on the next workday after the injury.

» Causes property loss or damage.

» Where a 'Near Miss' has the potential to cause any of the above.

7. Tools and Appliances

7.1. SAFETY WITH HAND TOOLS

7.1.1. Tool Talks

Project/site managers should provide daily tool demonstrations that are adequate to stress safe and efficient use. In general terms, tool talks should include:

- The name of the tool,
- What it will be used for,
- How to check that it is safe to use,
- How to use it safely,
- How to carry it; and
- How to leave and store the tool when not in use.

7.1.2. General Tool Safety

- It should not be assumed that a single demonstration is adequate. Frequent revision is required and diligent monitoring is essential.
- Project/site managers must intervene immediately any unsafe or inappropriate work practice is observed.
- Where swinging type tools e.g. pick, mattock, axe etc are being used, a safe working distance of 3 metres is to be maintained.
- Participants who are of slight build may be at greater risk of injury while using some tools. Task allocation and duration should be monitored closely to safeguard against over-use or repetitive strain injuries.
- Project/site managers should be alert for signs of fatigue, as participants who are unfamiliar with using certain tools may tire quickly and become more at risk of accidental injury, not only to themselves, but to other participants.
- Additional care must be taken when using, or carrying, tools when the ground under foot is slippery or uneven.
- Project/site managers should ensure that tools are properly maintained; blunt or broken tools may increase risks associated with their use and are to be removed from service.

7.2. USE OF CHAINSAWS

Due to the high-risk nature of operating a chainsaw and like equipment, and the availability of alternative methods for cutting and pruning trees and branches, i.e. Reciprocating Saws or Sabre Saws, the use of chainsaws should be carefully considered prior to its use and the involvement of volunteers and participants with that activity. Any person operating a chainsaw or like equipment must be appropriately trained and accredited for the task being undertaken.

7.3. USE OF POWER TOOLS

Power tools refers to motorised equipment such as mowers, brush cutters and augers, and electric powered tools such as drills, routers, lathes, and sanders. Project/site managers may approve the use of these items subject to the following conditions:

- Project/site managers must be appropriately qualified and experienced in the safe use of the equipment.
- Project/site managers will maintain direct supervision at all times.
- Project/site managers will ensure that the operator is of sufficient strength and stature to control the equipment safely, and that the operator has been adequately trained in power tool use and associated hazard identification and control.
- The Project/site manager is able to determine whether the equipment is in safe operating order.
- Project/site managers must ensure that equipment is not operated in close proximity to other people.
- All necessary PPE is worn.

(see also WHS Guidance Note 7: Using Lawn Mowers).

7.4. LIQUID PROPANE GAS (LPG) CYLINDERS AND APPLIANCES

7.4.1. LPG Cylinders

» Because LPG is stored under pressure, cylinders must be tested every 10 years. Groups must ensure that a system is in place to have the currency of cylinders maintained.

» LPG cylinders are fitted with safety valves to relieve excess pressure in the case of extreme heat. Cylinders should always be stored upright to allow this valve to operate correctly.

» After use, the cylinder valve should be turned off while the appliance is still operating. Then turn off the appliance valve. This allows the hose to empty.

» Use a regulator, with low pressure appliances. If in doubt, seek advice from a registered dealer.

» Cylinders and appliances may only be repaired by qualified dealers.

» Damaged or corroded cylinders must never be used.

» Cylinders must never be exposed to extreme heat or kept in a car boot for long periods.

» Cylinders may only be refilled by an appropriately registered re-filler.

» 'Empty' LP Gas cylinders must never be incinerated.

7.4.2. LPG Appliances

» Look for Australian Gas Industry approval notice when purchasing an appliance.

» Keep appliances in good condition. Corrosion or leaks should be repaired promptly.

» Gas appliances are to always be used in well ventilated areas or be vented outside via an appropriate flue.

» Never use a portable or un-flued gas appliance in a closed tent or van. Build-up of unventilated flue gases can cause death.

» Inspect and replace worn flexible hoses.

» Appliances and cylinders should be placed where they cannot be knocked over or tampered with.

» Plastic or other tubing must never be used as a gas hose or as a flue.

7.4.3. Training of staff

Project/site managers must be satisfied that staff who will be handling and using LPG cylinders and appliances are competent to do so.

8. Chemicals and Hazardous Substances

8.1. CHEMICAL USE

8.1.1. Low Risk Chemicals and Application Methods.

Project/site managers may approve chemical use projects, provided that:

- The Chemical to be used does not have a Dangerous Goods classification (DG Class) and is rated no higher than S5 on the Poisons Schedule.
- Spraying is not the proposed application method. (See 'Chemical Spraying').
- All Precautions and Safe Handling Instructions described in the Safety Data Sheet (SDS) and on the product label are complied with, and that all participants have access to the SDS. This includes the provision of at least 40 litres of clean water to allow first aid to be administered in the event of a splash to the eye.
- All necessary PPE is provided and worn.
- Participants are given adequate instruction concerning safe chemical use, associated health hazards and emergency treatment, and the reasons for use and their competency is assessed.
- The Project/site manager has qualifications and experience suitable for the task to be undertaken and in compliance with local legislative requirements.

8.1.2. Higher Toxicity Chemicals

The use of classified Dangerous Goods, or chemicals with a Poisons Schedule rating above S5, must be approved by the Group.

8.1.3. Chemical Spraying

Chemical spraying, irrespective of the chemical to be used, may only be undertaken with the authorisation of the Group.

8.2. HAZARDOUS SUBSTANCES

The Group policy should not permit the carrying of chemicals, flammable substances and/or liquids, gas bottles, pesticide or herbicide containers or any other dangerous goods in passenger vehicles or in the passenger compartment of any other vehicle.

It is essential that, if these substances are to be transported, they are only transported in the trailer or tray of the vehicle. If transported in the cargo areas of vehicles it must be done with the chemical container placed inside another airtight container and only in small quantities.

The Group must ensure that Hazchem placarding is displayed appropriate to the nature and quantity of hazardous material being stored or transported.

Participants are not permitted to handle, transport, or work in the immediate proximity of asbestos or highly toxic rabbit fumigation tablets e.g. Phostoxin, Lavacide.

8.3. RABBIT FUMIGATION

Participants are not to be permitted to be involved directly in the use of highly toxic rabbit fumigation tablets such as Fumitoxin, Lavacide and Phostoxin.

9. Specific Projects

9.1. BURNING OFF

The Group should not allow participants to be involved in fire control operations or burning off. Such activities are likely to be explicit exclusions from most insurance policies.

Where a small fire is required for cooking purposes, a risk assessment is to be carried out. In particular, measures must be developed to ensure that there is no escape of fire.

9.2. SEED COLLECTION

A common cause of injuries reported from seed collection projects is postural compromise, usually associated with reaching overhead for extended periods. Project/site managers must monitor this risk carefully and ensure that there are frequent rests and task rotations.

Further steps to be taken to ensure the safety of seed collection projects include:

- Liaison with the landholder to determine the safety of the work site.
- Checking equipment.
- Provide PPE e.g. safety glasses.
- Not working beneath damaged trees or trees with 'hung up' limbs.
- Not climbing along slippery or elevated logs.
- Consideration of bag weight and distance to vehicle when carry bags are full of seed/capsules.
- Wearing gloves.
- Wearing high visibility vests or clothing and hard hats at all times when picking along roadsides or in areas of motor traffic movement.
- Hard hats are to be worn when collecting in areas where trees/seed source are above head height.
- Arranging the placement of appropriate signage to alert motorists of workers near the roadside. (Local regulations may require an appropriately trained and accredited person to do this.)
- Maintain safe working distance between pickers (recommended 2 – 3 metres).
- Report faulty equipment.

9.3. WORKING AT HEIGHTS AND USE OF LADDERS

Whenever a project requires work to be done from a ladder, roof or other elevated work area, a comprehensive risk assessment must be undertaken to ensure adequate risk controls are put in place. Where possible this type of work should be carried out by trained professionals in this area. Where this work is required to be done by the Group the following minimum standards are to apply to any such work:

- An approved fall arrest device or guard rails must be used whenever the fall height exceeds 2 metres and people will be within 2 metres of an unguarded edge – the 2 x 2 rule.
- The ladder selected is to be fit for purpose an appropriate for the task.
- A person should always have two hands free to ascend and descend a ladder.
- Ladders should be secured against movement and be supported from a firm, level, non-slip surface.
- All work from a ladder should be performed while facing the ladder.
- A person's feet should not be higher than 900mm from the top of the ladder.
- No task should require overreaching (i.e. the belt buckle should always be within the stiles of the ladder).
- No person on a ladder should work directly above another person.
- Only one person should be on the ladder at any one time.
- Ladders should not be used in access areas or within the arc of swinging doors.
- Work involving restricted vision should not be performed from a ladder.

- Small, light loads of tools or materials, easily handled by one person, may be raised or lowered with a handline.
- Ladders must not be handled or used where it is possible for the ladder or the user to come into contact with electrical power lines.
- The use of power tools while working on a ladder should be avoided; and must be restricted to those that are easily operated one handed.
- Single and extension ladders should be placed at a slope of 4 to 1 and be footed or secured top and bottom.
- The person working from a single or extension ladder should be able to brace themselves at all times.
- Step ladders should only be used in the fully opened position.
- A step ladder must not be used near the edge of an open floor or penetration where, if the ladder toppled, a person could fall over that edge.

9.4. CONSTRUCTION PROJECTS

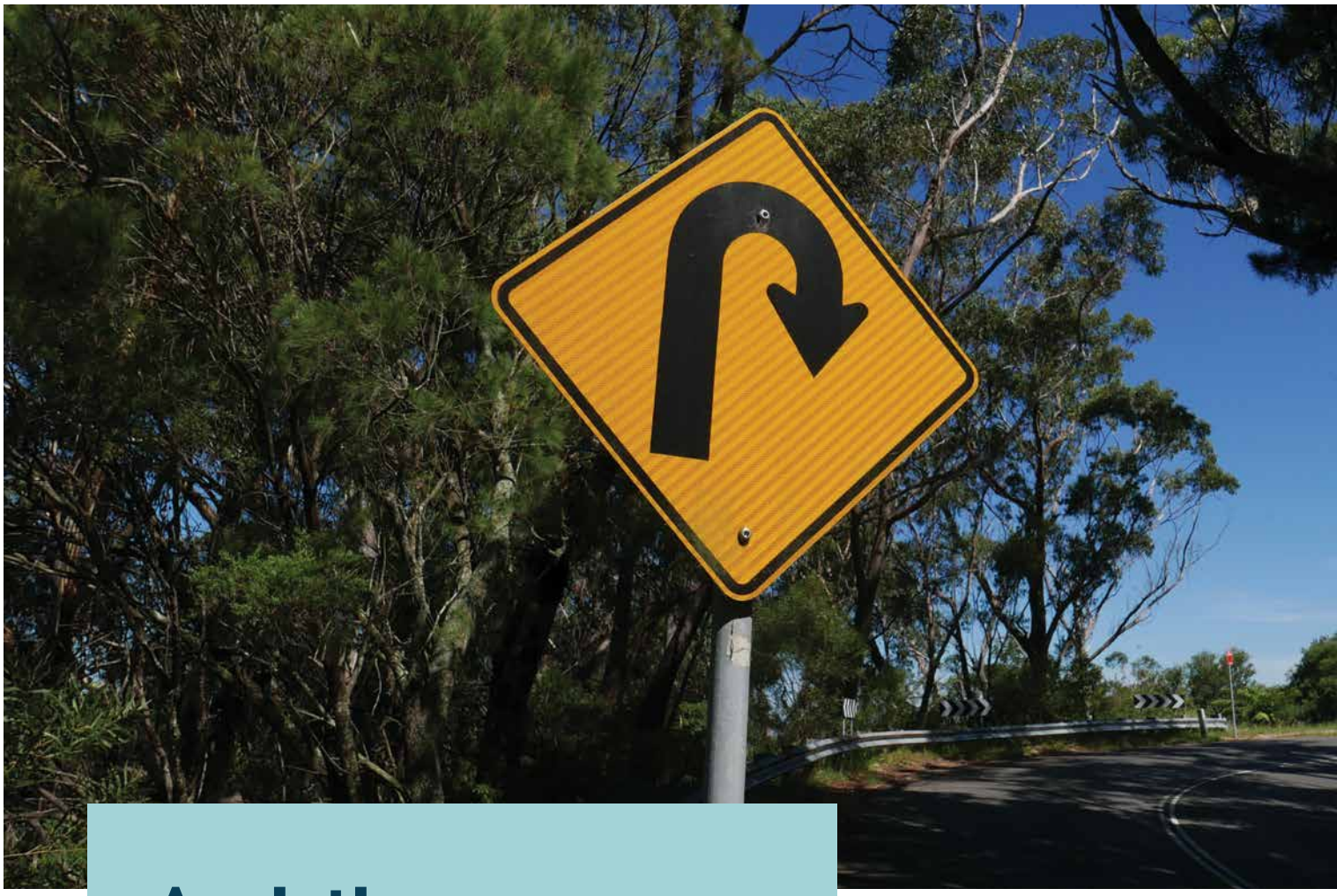
Construction tasks can commonly be part of projects that Groups undertake and generally carry a higher degree of risk and legal obligations. Project/site managers must adequately risk assess construction projects and adhere to duties under the WHS Act where the erection and alteration of a structure is involved. Types of structures in the context of conservation work can include, but not be limited to:

- Steps made from materials such as steel, dressed timber or concrete;
- Handrails;
- Boardwalks;
- Foot bridges;
- Picnic gazebos.

If work is planned that involves a structure, the Group Office Bearers must be consulted as additional Work Health and Safety duties apply and advice should be sought from local authorities or regulator.

Section 3

WHS Guidance Notes



Assisting you to make good decisions.

WHS Guidance Notes

The WHS Guidance notes are as the name suggests, detailed guidance for a Group on elements of safety including processes and common situations related to outdoor work. Unlike policy, guidance notes are not what must be done, rather information to assist Groups and Project/site managers to make good decisions and assist the completion of processes around managing safety.

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WHS Guidance Note 1: Risk Assessment Process

PURPOSE

The risk assessment process is to guide Groups and managers and to record a process of systematically assessing risks and formulating appropriate risk management strategies. The most important thing is the process; the form itself will not keep people safe. The form is important evidence that the Group and the Project/site manager has responsibly assessed risks related to the work to be undertaken.

WHEN SHOULD A RISK ASSESSMENT BE UNDERTAKEN?

The risk assessment process must be undertaken prior to the commencement of work on any project. The form has been designed to require minimal writing.

WHO DOES THE RISK ASSESSMENT?

The Project/site manager must facilitate the risk assessment process and involve all participants. All participants must know the risks and the appropriate control measures. The Project/site manager may delegate the task of completing the form. *(Someone else can do the writing, but the Project/site manager must sign off on the completed document.)*

CONDUCTING A RISK ASSESSMENT.

As an organiser or facilitator of an activity, in which you encourage other people to participate, you owe those people a 'duty of care.' The expectation is that you will take **reasonably practicable** steps to protect them against **reasonably foreseeable** accident or injury. In simple terms this means look ahead, try to work out how people could be harmed, then put in place measures to prevent that from happening.

The following steps summarise a simple risk assessment process. (The questions are examples and not an exhaustive list.)

Consider the site

Is it rough, steep, rocky, slippery, dusty, exposed to sun or wind? Is it thickly vegetated or are there overhanging dead branches? Are there likely to be snakes, bees, wasps, bull ants or spiders? How far are you from emergency assistance if required?

Consider the tasks

Do people have to carry heavy or awkward objects? Will they be swinging tools or will they be handling chemicals? Will they be working near machinery, ledges, roadways or water?

Consider the people

Are they skilled and experienced in the work to be done? Are there children who require close supervision? Are there older people who are less agile? Do any of the people have pre-existing injuries or conditions that may be aggravated by the planned tasks?

Consider how could a person be injured

Think about 'these people doing these jobs at this site'. Consider trips and falls, bites and stings, sunburn and dehydration, back or shoulder strains arising from heavy lifting or from overuse or misuse of tools, or eye injuries caused by twigs or spikes.

Identify risk control strategies

What will people do, or not do, in order to minimise the chance of harm? Involve everyone in the process; utilise all the experience the group has to offer.

Record the agreed strategies on the Risk Assessment Form and make sure everyone understands what is expected of them.

Supervise and monitor

To ensure everyone is sticking to the 'rules', some tasks or people might require closer supervision than others. Be prepared to change any strategies that don't seem to be working.

Assessing the level of risk

An important part of formulating your risk control measures is understanding the level of risk remaining once these are in place. You need to determine if the risks are acceptable and if the activity can proceed. The assessment of level of risk can also be used to prioritise those risks that require closer management or supervision than others.

This is done using a standard risk matrix to provide a 'Risk Rating'. The risk matrix uses two measures to determine the level of risk:

Likelihood: How likely is the hazard or risk to happen?

DESCRIPTOR	OUTCOME DESCRIPTION
Highly unlikely/ Rare	Remote possibility (Less than once every 5 years)
Unlikely	Not expected to occur (May occur every 1-5 years)
Possible	Occurs occasionally (Monthly – yearly)
Likely	Occurs regularly (Weekly – monthly)
Almost certain	Expected to occur (Daily – weekly)

Consequence: If the hazard or risk happens what would be the outcome?

DESCRIPTOR	OUTCOME DESCRIPTION
Insignificant	No injuries
Minor	On-site first aid treatment
Moderate	Medical treatment required, loss of time
Major	Serious injury, hospitalisation
Catastrophic	Death, permanent disability

The level of risk is then simply obtained by using the following table. This is done by cross referencing the likelihood and consequence that has been determined for each risk. For example, a risk that has a likelihood of 'unlikely' and a consequence of 'moderate' will be a Medium level of risk.

LIKELIHOOD	CONSEQUENCE				
	Insignificant	Minor	Moderate	Major	Catastrophic
Highly unlikely	L	L	L	M	H
Unlikely	L	M	M	H	H
Possible	L	M	H	H	E
Likely	M	H	H	E	E
Almost certain	M	H	E	E	E

Having determined the level of risk you are then guided to a level of response as shown below.

E: Extreme risk (RED) – Do not proceed.

H: High risk (ORANGE)– Requires consultation with the Group.

M: Moderate risk (GREEN) – Project/site managers with less than 3 months experience must consult with Group.

L: Low risk (BLUE) – Standard onsite risk management.

ADDING EXTRA RISKS AND RISK CONTROL STRATEGIES

When a new risk is identified, appropriate control strategies must be determined and a new cell on the form must be completed and dated. This way the project risk assessment can just continue to grow as a project proceeds.

Different task – same site: Just add any risks associated with the new task.

Same task – different site: Add locational risks in additional cells. Also complete the location reference points and emergency contacts with the dates applicable.

WHS Guidance Note 2: Providing Toilet Facilities at Project Sites

The provision of toilet facilities at projects sites, or the ability to access them is a requirement under health and safety legislation and is to be considered in the planning stages of any project. Many projects will be at locations where permanent toilets are not available. In these instances, the most practicable alternative must be identified taking into account issues like the team size and gender balance, project duration, cost, project partner etc.

OPTIONS

» Arrange for a Porta-Loo, or similar, to be placed on site. Not an unreasonable responsibility of the project partner, especially for longer duration projects. These are generally readily available for projects with local government.

» Provide a custom-built camp toilet (e.g. Visa-Potty or Porta-Potty) and toilet tent. The total cost is about $300 which again is not an unreasonable request to many project partners or may be built into the project budget for purchase by the Group.

» Drive to a nearby toilet, this is not a long-term option in that it increases exposure to travel risks and compromises comfort and dignity.

» Construct a bush or pit toilet. Project duration is a factor, but where this is the most practicable option, the following specifications should apply.

CONSTRUCTING A BUSH TOILET

Choice of Site:

» At least 100m from any creek and 50m from any track.

» Well screened by a toilet tent, tarp, hessian or vegetation screen.

» An unobstructed and well identified access path, especially if the toilet will be used after dark.

Toilet:

» Hole to be dug deep enough so that waste will be buried at least 20cm underground. (Allow for the fact that some soil will be added after each use!)

» Leave a mound of soil to the side with a trowel for back filling after use.

» Fresh toilet paper should be kept in a plastic bag so that it remains free from dirt and moisture.

» Used sanitary products should be placed in a paper bag inside a plastic garbage bag. (Wherever possible, provide sanitary disposal paper bags to save on excess use of toilet paper for wrapping; dispose of appropriately.)

» Provide an 'engaged' sign or flag that signifies that the toilet is occupied.

» Project/site managers should not assume that all participants are familiar with the 'routine' for using pit toilets. Instruction may be necessary.

Hygiene:

» Provide liquid soap. (This is preferable to a cake of soap being dropped in the dirt.)

» Provide water for washing of hands. A bush tap can be made by suspending a jerry-can with a tap or a wine bladder filled with water above a sprinkler device made from a cut-off small plastic soft-drink bottle with holes perforated in the base. The 'sprinkler' is filled from the tap but then provides a steady trickle so hands can be washed without wasting water.

Decommissioning:

» Before vacating the site, the toilet must be filled and the soil packed down and covered with leaves or natural forest litter.

» Check the surrounding area for any toilet paper or paper towelling that may have blown away from the immediate site.

» Remove sanitary waste bag for disposal.

WHS Guidance Note 3: Bushfire Preparedness

Australia is one of the most bushfire prone areas in the world. During the southern summer and northern dry season, the risk of bushfire must always be considered when activities are scheduled in areas with fire potential e.g. forest, grasslands, heathlands etc.

The information provide here is for general information about being prepared for Bushfires as part of regular and ongoing conservation projects.

For information in relation to 'Bushfire Recovery Projects' refer to the Bushfire Recovery Safety Essentials Kit.

PREPARATION FOR THE BUSHFIRE SEASON

- Contact the local volunteer fire service e.g. RFS in Queensland, CFA in Victoria etc and arrange for a bushfire preparedness talk or series of talks to participants.
- Identify the most reliable radio station that will provide local bushfire warnings and reports. Ensure this is prominently displayed for participants to see.
- Add to your www favourites, web sites that provide daily weather information e.g. www.bom.gov.au (Bureau of Meteorology) or regular road condition reports e.g. www.racv.com.au.
- Download Fire Emergency Services APPS.
- Ensure review of local emergency response procedures.
- Brief and train participants to understand that during the bushfire season the possibility of a bushfire must be included in every project site risk assessment. An appropriate evacuation plan developed and communicated to all participants.
- Ensure that the Project/site manager and all participants are familiar with, and understand, the emergency response and communication procedures.
- Ensure that vehicle exhaust systems and mufflers are checked and in good order so that they do not pose a fire risk when travelling through dry grass or scrub.

GENERAL PROCEDURES DURING THE BUSHFIRE SEASON

The Group and Project/site manager responsibilities:

- Ensure that bushfire risk is discussed with project partners, and the outcomes of discussion are communicated to Project/site managers. Access to and egress from the project site must also be considered.
- Monitor daily news and Emergency Service reports and note Fire Danger Ratings.
- Advise the Group when there is a bushfire alert and which participants may be affected.
- Ensure there is a mechanism for making immediate contact with participants.
- Include 'bushfire' on the project risk assessment for all projects in forests, grasslands or heathlands.
- Recognise the major bushfire risk factors like high temperature, high winds, low humidity and abundant dry fuel.
- Assess the risk at any site by taking account of the weather forecast, the current Fire Danger Rating, and by observing the environment and considering escape route options. Encourage all participants to advise the Project/site manager immediately anyone sees or smells smoke.
- Ensure vehicles have sufficient fuel to evacuate via the safest escape route.
- Check muffler regularly and remove dry grass from contact with the exhaust system every half hour when driving through spinifex or other grass.
- Discuss an evacuation plan with Project partners and ensure it is understood by participants.
- Apply the cautionary principle – if in doubt about whether to withdraw from a worksite, withdraw.
- Ensure that the Group knows the daily work site location.

WHS Guidance Notes

UNDERSTANDING FIRE DANGER RATINGS

The Fire Danger Rating is a prediction of fire behaviour, including how hard it will be to put out once it starts. It provides information on:

- The type of threat bushfires may pose to life and property on any given day given the forecast weather conditions.
- The sort of bushfire behaviour that could be experienced on that day.

New national Fire Danger Ratings were adopted in 2009. During the bushfire season the ratings will be broadcast and will alert you to the level of danger so appropriate actions can be taken.

FIRE DANGER RATING	WHAT YOU SHOULD DO
CATASTROPHIC	» For your survival, leaving early is the only option. » Leave bush fire prone areas the night before or early in the day – do not just wait and see what happens. » Make a decision about when you will leave, where you will go, how you will get there and when you will return. » Homes are not designed to withstand fires in catastrophic conditions so you should leave early.
EXTREME	» Leaving early is the safest option for your survival. » If you are not prepared to the highest level, leave early in the day. » Only consider staying if you are prepared to the highest level – such as your home is specially designed, constructed or modified, and situated to withstand a fire, you are well prepared and can actively defend it if a fire starts.
SEVERE	» Leaving early is the safest option for your survival. » Well prepared homes that are actively defended can provide safety – but only stay if you are physically and mentally prepared to defend in these conditions. » If you're not prepared, leave early in the day.
VERY HIGH HIGH LOW MODERATE	» Review your bush fire survival plan with your family. Keep yourself informed and monitor conditions. Be ready to act if necessary.

WHS Guidance Note 4: Lightning and Electrical Storms

Lightning is often an under-rated cause of workplace injuries and fatalities in Australia. Outdoor workers and sports participants are the most common casualties due to their reluctance to seek shelter during periods of electrical activity.

'30-30 RULE'

A flash-to-bang count of 30 seconds indicates that lightning is within 10 kilometres. This indicates a very real risk that the next strike could be at the observer's location. Activity should be suspended and the team moved to a designated safe shelter. The team should remain in the shelter for at least 30 minutes after the last lightning flash is seen.

SAFE SHELTERS

No structure is completely safe during a severe electrical storm, but some are safer than others. A large building, with electrical or telephone wiring and plumbing, is the safest shelter option. If there is no suitable building, the project vehicle should be used.

UNSAFE LOCATIONS

During electrical activity the highest risk locations are open paddocks, beaches or open high ground, close proximity to the tallest structure in the area (e.g. tree, light pole), small structures such as picnic shelters and swimming pools.

> ***Land-line telephones should not be used during a thunderstorm, and umbrellas should not be used for shelter***

Acknowledgement: The above notes are drawn from advice provided by the Australian Bureau of Meteorology and the Centre for Sports Medicine Research and Education, Melbourne University.

WHS Guidance Note 5: Working with Schools

WHAT CAN BE EXPECTED OF SCHOOLS

Whenever an organised school group participates in an activity with a community based Natural Resource Management group, it can reasonably be assumed that the school is in compliance with the guidelines relating to school excursions that are laid down by relevant Education Departments, School Councils and School Boards.

In general terms these guidelines require that schools exercise their 'duty of care' by:

- Preparing students for the excursion; putting the excursion in a curriculum context and ensuring that students are appropriately dressed for the activities to be undertaken.
- Obtaining parental permission for students to participate in the activity.
- Staffing the excursion at a level that provides an appropriate staff-student supervision ratio. (This will vary according to the location, the age of the students and the activities involved.)
- Taking responsibility for the general discipline and supervision of the students, including the monitoring of students with special needs (including pre-existing medical conditions) and administering first aid.
- Providing an appropriate first aid kit. (The group must also have a first aid kit that is appropriate for the group participants involved.)
- Ensuring that students are accounted for during and after the excursion.

WHAT SCHOOLS CAN EXPECT OF YOUR GROUP

Any joint activity involving your Group and school children is more likely to be successful when there is clear and timely communication between the parties involved; in simple terms, being clear about who is doing what.

Schools can reasonably expect your Group to assist this process by:

- Complying with any requirements in relation to police checks.
- Ensuring the school receives accurate information regarding the project objectives, the time and the location of the activity.
- Advising the school regarding any locational or activity related risks, including advice on appropriate clothing and footwear.
- Confirming that your Group's expectations (above) will be met.
- Ensuring that your participants are neat and professional in appearance and conduct, engendering a sense of confidence and credibility. (Definitely no smoking within view of students, even during breaks.)
- Displaying good quality signage, as appropriate and available.
- Meeting the school on arrival and providing a project and safety briefing based on a standard risk assessment. (This may need to involve separate briefings for teachers and students.)
- Ensuring that tools to be used are appropriate and in good condition.

WHS Guidance Note 6: Pre-Existing Medical Conditions

Once the Group accepts an applicant, WHS legislation and common law requires that you provide them with a 'safe place of work' and 'safe systems of work'. The Group must therefore consider any pre-existing injuries or medical conditions that have been declared to the Group when selecting participants, assigning tasks and deciding on appropriate work practices.

COLLECTING INFORMATION

During the interview or induction process the Project/site manager (or representative) must ask about any pre-existing injuries or medical conditions that may affect their capacity to work or be aggravated by the work that is foreseeable for them. Therefore, the Project/site manager needs to provide sufficient information regarding the inherent requirements of the job to enable them to make an informed judgement about what conditions they ought to disclose.

Once a condition or injury is disclosed, the applicant should be further questioned to determine whether the Group has the capacity to provide a safe working environment for that person.

The Project/site manager must carefully check that any forms that request information about pre-existing conditions have been fully completed e.g. Participant Registration Form.

The question of pre-existing injuries or medical conditions will be prompted by the initial Participant Registration Form. However, this should be revisited at interview and induction.

REQUESTING FURTHER MEDICAL ADVICE

Where uncertainty exists regarding the suitability of an applicant to participate in a project, the Project/site manager should require that person to obtain from their doctor a statement of their capacity or limitations.

PERSONAL MANAGEMENT PLAN

No applicant who has declared a pre-existing condition should be assigned to, or accepted on, a project or activity without first providing a management plan for the injury or medical condition that is acceptable to the Group. This must be in writing, and a copy must be provided to the Project/site manager. The Group is then obliged to manage the Participant in accordance with the plan; a course of action that best protects both the participant and the Group.

EMERGENCY ACTION PLAN

Where a pre-existing condition has potential to lead to an emergency, an Emergency Action Plan must also be provided by the applicant and deemed acceptable to the Group. The emergency plan must also be documented and provided to the Project/site manager.

WHS Guidance Note 7: First Aid Kits

LEGAL OBLIGATION

WHS legislation requires the Group to make adequate provision for the welfare of participants; an aspect of which is the provision of first aid in the event injury or illness.

Any vehicles used by employees of the Group are also workplaces and must also be equipped with suitable first aid kits. The provision of a first aid kit will also be a necessary consideration for any project team sub-group that may, for whatever reason, be working away from the main group.

CONTENTS OF FIRST AID KITS

Given the diversity of tasks, project locations, climatic conditions and participant backgrounds, no single kit will be exactly right for every project, however the St. John 'Large Kit', or a kit with equivalent contents, should be considered as a minimum. It is also recommended to add to the First Aid Kit, the Envenomation Pack for Bites and Stings. Particular risks associated with certain tasks may also identify the need for additions to the kit e.g. the Safety Data Sheet (SDS) for some chemicals may indicate the need for an eye module or a burns module. The team size and distance/time from ambulance assistance must also be considered when assessing the adequacy of the contents of a first aid kit.

It is important that first aid kits for project teams are readily transportable. It is not acceptable for the first aid kit to be secured in the vehicle when people are working some distance away. The Project/site manager may also need to carry an appropriate selection of items from the main kit, in a belt kit, in order to be able to render immediate assistance.

FIRST AID TRAINING

All Project/site managers must ensure there is a designated first aid officer at each activity. The designated first aider should have evidence of a current Senior or Workplace Level 2 first aid qualification.

In general terms, first aiders should have the competencies necessary to enable them to render appropriate treatment for the types of injuries or illnesses reasonably foreseeable at their workplace.

ST. JOHN AMBULANCE (LARGE FIRST AID KIT)

The St John's Ambulance Large First Aid Kit is recommended for Groups to have on project activity sites. A review of first aid kit items needs to be part of the Risk Assessment processes. It may be necessary to add items to the kit depending on the activity, the weather, the participants and/or the project site location.

SUGGESTED COMPLETE LIST OF KIT ITEMS

QTY	DESCRIPTION	USE
2	Bandage Crepe heavy 10cm x 1.5m	Pressure immobilisation
1	Bandage Crepe 5cm x 1.5m	Secure dressing
2	Bandage Crepe 7.5cm x 1.5m	Secure dressing
1	Tape Zinc Ox 2.5cmx5m	Secure dressing
1	Tape Hypo-Allergenic 2.5cm x 9.1m	Secure dressings
2	Bandage Triangular 110x110cm	For slings, padding etc
1	Cold Pack Instant	Reduce control swelling
1	Dressing Universal 20x43cm	Bleeding control
3	Swabs Gauze Sterile 7.5x7.5cm	Sterile wound dressing
2	Pad Combine 10x10cm	Wound cover
2	Pad Combine 9x20cm	Wound cover
2	Dressing Non- Adherent pad 7.5x10cm	Wound cover
2	Dressing Non-Adherent 5x5cm	Wound cover
2	Pad Eye - Large	Emergency eye cover
1	Dressing Flexible 6cm x 1cm	Wound cover
50	Strips Adhesive in Box	Minor wound cover
50	Strips Fabric in Box	Minor wound cover
10	Swabs Alcohol	Skin cleaning
1	Scissors S/S sharp/blunt 12.5cm	Cut dressings/bandages
1	Shears Universal 19.5cm	Cut dressings/bandages
1	Forceps S/S sharp 12.5cm	Aid sterile wound dressing
2	Emergency Shock Blankets	Retain warmth
12	Safety Pins in a Bag	Secure bandages and dressings
1	Note Pad & Pencil in a Bag	Record keeping
1	Resuscitation Face Mask	CPR
2	Biohazard Specimen Bags	Specimen collection and storage
10	Saline Steritubes 15ml	Wound cleaning
5	Dressing Primapore 8.3x6cm	Wound cover
5	Splinter Probes Disposable	Removing deep splinters
10	Antiseptic Swabs	Hygiene /Wound cleaning
10	Itch Relief Cream 1g	Bites and stings
4	Sunscreen 30+ 10ml	Sun protection
5	Gloves Nitrile in Bag x 2 large	Hygiene
1	Emergency First Aid Booklet	Reference guide

WHS Guidance Note 8: Using Lawn Mowers

RISK ASSESSMENT

A full risk assessment must be done for each site where mowing will take place and suitable control measures implemented. In addition, anyone operating a mower should be trained in its use. Mowers must be maintained in good working order and checked regularly by a competent person.

Any guards or attachments provided for safety must be used. Mowers should not be operated or allowed to run in confined spaces where exhaust fumes can collect.

WALK–BEHIND MOWERS:

OPERATING PRECAUTIONS

- Before starting, make sure the lawn is clear of sticks, stones, wire and other debris. Make sure there are no people in the immediate vicinity when mowing.
- Wear suitable PPE – sun protective clothing, eye and hearing protection, gloves and high-grip shoes (safety shoes are advisable).
- Disengage all blades and drive clutches before starting. Start the engine carefully with feet well away from blades.
- Stop the engine before pushing the mower over rough or loose surfaces e.g. gravel.
- Do not mow very steep or slippery slopes.
- Avoid walking backwards with a mower or pulling it towards you.
- Do not over speed the engine, tamper with manufacture settings or safety features. e.g. auto cut out on mowers.
- Never pick up or carry a mower while it is operating.
- Stop the engine before making adjustments, refuelling or removing blockages.
- Disconnect the spark plug lead before clearing, repairing or adjusting the blades.
- Never use hands to clear blockages between the blades – use a wooden stake or tool instead.
- Always keep the mower on the ground when mowing. Tilting or lifting the lawnmower may cause stones to be thrown out.
- Do not use the lawnmower if there is excessive vibration.
- Store the mower and fuel in a cool, secure location.
- Fuel must be clearly labelled and stored in a suitable container.

REFUELLING

Care is to be taken not to spill fuel during refuelling. Mowers are to be moved at least three metres from the refuelling area before they are started up. Mowers are not to be left idling in the refuelling area.

An approved fire extinguisher, a rake or shovel and sand, or a piece of canvas to smother small flames is to be kept close to the refuelling area.

WHS Guidance Note 9: Accident/Incident Reporting

Accidents/incidents need to be recorded and reported. Some accidents are minor and require some use of the first aid kit, whereas other accidents/incidents are serious and require a visit to a doctor. Depending on the severity of the incident the quantity of information recorded will vary. A serious accident/incident requires detailed records as outlined in the In Safe Hands documents 'Accident/Incident Report' and 'Serious Incident Investigation Report'.

There are three levels of reporting documentation when an accident, injury or incident occurs:

Register of Injury: Minor injury – requires access to the First Aid Kit e.g. antiseptic and band aid for minor cut, able to continue with activity after a short rest.

Accident/Incident Report: Moderate to serious injury or incident – requires activity to cease and to seek First Aid or medical treatment. A visit to hospital or a doctor is possibly required. Unable to continue activities on the day e.g. laceration requiring a visit to a doctor for stitches.

Serious Incident Investigation Report: The accident/incident has been serious enough for further investigation.

- To record more information to inform the injured person, authorities and insurer.
- For the Group to learn, review and potentially further develop safety policy, procedure and practices.

Additional advice:

- Record more information than you think is necessary.
- Information that is recorded at the time of an accident/incident is highly valued by Insurers and the Courts.
- If the seriousness of an accident, injury or incident escalates then increase the level of reporting and record of the incident.

REPORTING A 'NEAR MISS'

A 'Near Miss' is where an incident has occurred, and it had the potential to cause someone harm. When a 'Near Miss' occurs it is likely that someone comments – "Lucky no one got hurt." In such situations an Accident/Incident report needs to be completed and an investigation conducted. The In Safe Hands Toolkit Accident/Incident Form can be used to report a 'Near Miss'. The 'Near Miss' of today could be the accident of tomorrow. Learn from a 'Near Miss' and change safety policy, procedure and practices as required.

PURPOSE

To record information regarding serious incidents. This may be required for workers compensation or some other legal purpose. This information also enables the Group to analyse data for the purpose of identifying the need to amend policies or procedures.

To prompt and document the actions taken to prevent a recurrence of the incident reported. Every serious incident is an experience from which the Group should learn, and this process is the important transition from being reactive (immediate response to the incident) to proactive (putting measures in place to prevent injury in the future). The purpose is not to assign blame.

TIMELINE

A copy of the Accident/Incident Investigation Report form should reach the Group within 48 hours of the incident. This is necessary so that the Group can, if necessary, comply with workers compensation requirements. Prompt processing is also an acknowledgement that the Group is responsive to serious incidents and injuries.

PROJECT/SITE MANAGER REPORTS

The reporting on an accident/incident is the responsibility of the Project/site manager. The First Aid or Safety Officer can assist the Project/site manager. The injured person is not to complete any of the forms. The form must be completed promptly, accurately and completely.

THE INVESTIGATION

No injury is acceptable, so the Project/site manager and the Group must each address three key questions in relation to any injury reported.

- What could we have done to prevent this from occurring?
- What could have been done to reduce the seriousness of the incident?
- What will we do, (or have we done) to prevent this from happening in the future?

These questions need to be considered by the people who sign the form.

- The injured person – Consider personal responsibility, following direction, wearing PPE.
- The Project/site manager – Consider clearer direction, tighter supervision, better task allocation etc.
- The Group – Consider improvement of project selection, inductions, policy review, advice on procedures etc.

These people are encouraged to seek further assistance if they are unsure what they could have done differently.

This assistance can be sourced from the Work Health and Safety Manager of the organisation that supports the Group (e.g. Catchment Management Authority).

WHS Guidance Note 10: Involving and Managing Older Participants

There is a great deal of literature that would suggest that as our population ages, many sectors of the community, including volunteer organisations, will find the age of participants steadily increasing. The characteristics, abilities, pre-existing conditions, experience etc of our participants are key considerations of the risk assessment process. As such, we must then consider whether there are, in general terms, risk factors with older participants that we should consider in our on-site safety management.

While older participants may be susceptible to certain injuries, other factors may mean that their propensity to be injured is balanced by positive factors including:

» Through experience older participants are more likely to be aware of safety in a work environment and therefore more familiar with risk management.

» Older participants tend to have developed their own coping strategies. However, having knowledge of the general risk factors associated with older Participants will assist in preventing injury. These risk factors include:

» Greater risk of injury from Slips, Trips and Falls; As the body ages it is typical for most people to experience a loss of muscular strength, reduced range of joint motion and reduced flexibility. This will limit heavy and repetitive tasks that can be undertaken and also means that maintaining balance and regaining that balance after slips and trips is more difficult. Further, due to the reduction in flexibility and bone density injuries resulting from slips, trips and falls can be more serious.

» Regulating body temperature; Older people are typically less able to maintain internal body temperatures as well as adjust to external temperatures. This means that particularly in hot/humid conditions or cold/wet conditions, older Participants will need to be managed more closely with consideration to water intake, rest breaks, shade and shelter.

» Reduced cardiovascular capacity and aerobic capability; The ability to work for sustained periods and perform heavy physical work tends to decline with age. Older workers become tired quicker and will experience shortness of breath earlier than those younger workers. This should be kept in mind when allocating tasks and rotating tasks particularly late in the day if concentration is required.

» Reluctance to acknowledge risk; Some older participants show reluctance to engage with, or accept, current safety standards, and may be resistant to the risk assessment process or the wearing of PPE. Project/site managers need to achieve a balance between recognising the skills and experience of older workers while still meeting safety standards.

The information in this guidance note was compiled using information from 'Productive and Safe Workplaces for an Aging Workforce' produced by Comcare – Commonwealth of Australia.

WHS Guidance Note 11: Contractor Management

Your organisation may at times need to directly engage or work with external contractors.

Examples of where contractors may be involved include:

» Excavator contractor;

» Training provider conducting practical training e.g. fencing;

» Bobcat operator moving mulch on a revegetation site.

In all circumstances where multiple organisations are working together on a project or project site, including contractors, the responsibility for safety is shared between all parties. That is, all partners have a duty to provide a safe workplace. To do this effectively consultation and cooperation must be a key element of the project.

Discussions should include:

» What, how, when, where each party will be working?

» What tools and equipment will be used and whether any hazardous substances are involved?

» Who from each party has control over the worksite e.g. your organisation's Project/site manager?

» Are there new risks introduced from the interaction of groups?

» How hazards and risks onsite will be controlled.

» What communication is required?

CONTRACTORS PROVIDING A SERVICE

Your organisation is advised to not abrogate full responsibility for safety to the contractor. While the contractor has a responsibility to manage safety for its workers, your organisation must undertake some due diligence to ensure adequate measures are in place to manage risk.

Along with the principles of consultation and coordination your organisation must undertake additional due diligence checks to ensure the contractor has sufficient skills, expertise, resources and systems in place to manage the work safely.

When engaging a contractor you need to confirm that:

» The contractor is appropriately qualified and experienced for the task being performed.

» The contractor has current public liability insurance.

» The contractor has in place a safe system of work and has a current risk assessment or Job Safety Analysis (JSA) in place that adequately manages risk.

» Information is provided to the contractor on known onsite hazards that should be considered as part of their work.

» An emergency response plan (at a minimum first aid and communication) is in place including a system of reporting to make your organisation aware immediately of any onsite incident or accident.

If a prospective contractor is unable to satisfy the above basic requirements, they should not be engaged for the task and an alternative provider sought.

WHS Guidance Note 12: COVID-19 Control at Worksites

Until COVID-19 is no longer considered a pandemic and a vaccine created, appropriate measures need to be taken to provide an appropriate response to this situation. The information in this Guidance Note has been adapted from standards endorsed by the Australian Government Department of Health and Safe Work Australia.

Prior to commencement of any project, use of vehicles, tools and equipment a thorough cleaning and disinfection process is to be undertaken. Once a project has started a regular cleaning program should be implemented for the length of the project.

Simply wiping down surfaces with water or wiping with disinfectant solution alone is not enough to eliminate viruses or prepare locations to be disinfected in the future. Disinfectants are ineffective on dirty surfaces; they need to be cleaned first and then a disinfectant solution used.

These are two separate processes:

Cleaning – This involves physically removing all dirt and grime using a detergent and water solution. Using warm water and a detergent that is effective at breaking down grease is recommended. Not cleaning before disinfecting will reduce the effectiveness of disinfectants.

Disinfecting – This means using chemicals to kill bacteria and viruses on surfaces, water and physical effort alone will not remove the virus. Products labelled 'disinfectant' are suitable for hard surfaces and will typically contain 70%+ alcohol, chlorine bleach or oxygen bleach. The use of ' *Hospital Grade'* disinfectants is not required.

THE PROCEDURE FOR CLEANING AND DISINFECTING IS AS FOLLOWS:

- Identify surfaces in the workplace that are frequently used or touched by multiple workers.
- Review the Safety Data Sheet (SDS) for the solutions to be used and follow all safety directions on this and the product label including appropriate PPE (at a minimum this will include disposable gloves and safety glasses).
- Conduct an initial thorough cleaning of all surfaces with detergent that are touched by workers including door handles and doors, desk phones, computer equipment, kitchen appliances, printers, desks, chairs, bathrooms, tools, vehicles, trailers.

CONTINUE WITH A CLEANING REGIME AS FOLLOWS:

- *Frequently touched surfaces* – clean daily with detergent solution, a 2 in 1 solution of detergent and disinfectant can also be used if products are available.
- *All other communal surfaces* – clean weekly with detergent solution or 2 in 1.
- When cleaning items such as steering wheels, tools, or other equipment where secure grip is needed caution needs to be taken to remove all residual product using an additional damp cloth and physical drying process.

If a suspected or confirmed case of COVID-19 has entered the worksite a full clean and disinfection process is to be carried out and this should be discussed with the Group.

WHS Guidance Notes

GENERAL GUIDELINES

Any worker experiencing symptoms of fever, cough, sore throat or shortness of breath is to not attend the workplace and all workers returning to work for the first time are to receive an induction on safely returning to work during COVID-19.

Daily cleaning of surfaces is to be undertaken and appropriate supplies are to be made available for each worksite, at a minimum this should include:

- Hand washing facilities including soap (anti-bacterial if possible), water and if available alcohol-based hand sanitiser.
- Paper towels for drying hands and disinfecting.
- Disposable gloves.
- Bin with liner.
- Detergent or 2 in 1 solution in spray bottle.

All workers are to follow good hygiene practices including:

- Washing hands – before entering a vehicle or office, before and after eating, after using the toilet, sneezing or coughing, changing tasks, smoking and after touching potentially contaminated surfaces.
- Cover coughs and sneezes and avoid touching eyes, nose and mouth. Use tissues when sneezing and dispose of in a lined bin.
- Avoid any physical contact and maintain 1.5m distance at all times.

All workers are to have their own personal labelled items including:

- Removable PPE – gloves and hat. Where tasks are being conducted that requires additional PPE, disposable items should be used, if not possible items are to be cleaned after use.
- Water supply and bottle – DO NOT SHARE WATER BOTTLES
- Designated set of tools that are cleaned at the end of the day. Recommend colour coding via flagging tape, paint or similar. Tool sets and each worker is designated a colour.
- Food storage e.g. personal esky/cooler bag.
- All worksites, vehicles and trailers are to have a register posted recording the cleaning procedure has been carried out after use.
- Where practicable workers should travel to the worksite in individual vehicles or if travelling in the same vehicle distance themselves in the seats available by sitting in the rear most seat on the passenger side.
- The use of single cab vehicles should be limited to one occupant.

All non-essential third parties should be prevented from entering the worksite e.g. cleaners, suppliers, project partners. Deliveries and/or materials should be arranged to be dropped off without the need for physical interaction from workers.

Any participant who is identified in a vulnerable category in relation to the virus is to discuss their participation in the project with the Project/site manager prior to attending the project site.

PRE-START

- The Project/site manager is to question and assess each worker in relation to whether they are experiencing any of the known symptoms before they enter the worksite.
- Before using a vehicle, office or trailer, including the tools stored inside, the cleaning register is to be checked. If not complete from the previous work, the cleaning procedure as detailed above is to be carried out prior to use and notify Group.
- All workers are to wash their hands prior to entering a vehicle or commencing a task.
- Based on daily tasks and task assignment workers are to be provided with an individual colour coded tool set.

DURING THE WORKDAY

- Follow the hygiene requirements as set out in the general provisions.
- Workers to maintain 1.5m distancing at all times including breaks.
- Gloves to be worn when using tools and equipment.
- Workers are responsible for keeping their PPE and tool sets isolated from others.
- All non-essential third parties should be prevented from entering the worksite and the Project/site manager alerted if anyone approaches.
- Signage and/or visual barriers should be used to remind the public of minimum distance requirements.

END OF THE WORKDAY

- All tools and equipment are to be cleaned prior to storage at the end of the day.
- Vehicles, offices and trailers are to have all frequently touched areas cleaned and the time, date and individual who carried out the cleaning recorded on the register.
- Remove bin liner and dispose of in general waste.
- Complete all reporting and paperwork including an incident report if there were any infection concerns throughout the day.


CONSERVATION
VOLUNTEER

Section 4

WHS Hazard/Risk Control Prompts

Developing strong risk control measures.

WHS Hazard/Risk Control Prompts

Safety Prompts for Practical Conservation Projects

The WHS Hazard/Risk Control Prompts (standard safety practices) that follow, are designed to assist Groups and Project/site managers with two critical safety management roles. Firstly, they form a basis for developing risk control measures as part of the standard risk assessment process. Secondly, they should form the basis of safety talks, although Project/site managers will, almost certainly, need to add to these prompts to take account of specific tasks, personnel or environmental factors.

These prompts represent the minimum safety points that must be communicated to all participants and are intended to prompt the adoption of safe behaviours beyond, but including, the use of PPE.

The prompts cover the most commonly experienced risks and the most common tasks undertaken by Natural Resource Managers and Practitioners. The lists are not exhaustive and are not intended to present every risk management strategy, nor be the technical manual for each task type. They do however present a range of relatively simple, practicable steps aimed at minimising risk to participants.

COMMON RISKS

The following risks are not specific to any particular project activity. However, need to be considered on all projects.

1. Vehicle Travel
2. Slips, Trips & Falls
3. Working in Hot Conditions
4. Working in Cold Conditions
5. Soil Borne Diseases & Infections
6. Bites and Stings
7. Manual Handling
8. Working in Snake Habitat

PROJECT BASED RISKS

In addition to the generic risks listed above, each of the following activities carries additional risks that must be controlled.

9. Seed Collection
10. Tree Planting
11. Fencing – Construction and Removal
12. Litter Collection
13. Working with Hazardous Substances
14. Weeding
15. Plant Propagation
16. Surveying & Data Collection
17. Using Power Tools
18. Using Swinging Tools
19. Track Construction & Maintenance
20. Boardwalk Construction
21. Mulching
22. Using Temporary Accommodation
23. Working near Roadsides
24. Working near Large Plant and Machinery
25. Working with or near Chainsaws
26. Working with or near Brushcutters
27. Working at Heights
28. Working with or near Animals
29. Working near Water
30. Using Picket Rammers
31. Working in the Dark
32. Bushwalking
33. Working with Schools
34. Working at Fire Damaged Sites
35. Working with or near Power Augers
36. Working in Tick Habitat
37. Windy Conditions/Falling Objects
38. Asbestos-Containing Material (ACM)
39. Using a Reciprocating Saw

1. VEHICLE TRAVEL

Travel in Vehicles travel is one of the highest risk activities in which would be involved.

1.1. ASSOCIATED RISKS

Vehicle to vehicle accidents, animal to vehicle accidents, head impact injuries while entering or exiting and moving around vehicles, hand crush injuries from vehicle doors, travel sickness, fatigue.

1.2. RISK MANAGEMENT STRATEGIES

- Undertake a Daily pre-departure start check one all project vehicles and trailers, prior to use check prior to departing to, and returning from, each project.
- Drivers of project vehicles to complete mandatory defensive driving courses.
- Yearly Verification of Competency (VOC) for all drivers of project vehicles.
- Ensure vehicle is fit for purpose.
- Compliance with all applicable jurisdictions road laws.
- Compliance with any Group or project directed speed limits.
- Drive in a manner that ensures that all occupants are safe, and safe and feel safe at all times.
- Vehicle occupants must advise the driver immediately if they feel unsafe.
- Ensure seat belts are worn at all times, whenever the vehicle is in motion.
- Do not carry chemicals, unsecured tools, equipment or baggage inside passenger compartment of vehicles.
- Do not allow any body parts or objects to protrude from the vehicles.
- Maintain conditions which optimise the comfort and concentration of the driver e.g. minimise distractions, maintain ventilation, take regular breaks – 10 minutes every two hours.
- Appoint a navigator to assist with maps or directions.
- Establish and enforce an appropriate drug and alcohol management policy.

2. SLIPS, TRIPS AND FALLS

2.1. ASSOCIATED RISKS

Twist injuries to ankles and knees; impact injuries, especially to backs, legs, hands, wrists, head and face. A sprained ankle while not life threatening may present a major evacuation problem at a remote location.

2.2. RISK MANAGEMENT STRATEGIES

- Ensure the establishment of exclusion and 'no go zones', for immovable hazards.
- Avoid or remove any obvious hazards such as slippery logs, loose rocks, steep embankments etc.
- Do not work at night, without adequate lighting.
- Ensure a tidy worksite and remove trip hazards from the worksite where possible.
- Ensure appropriate footwear, with adequate tread and appropriately fitted.
- Exercise additional caution when walking downhill e.g. walk across the slope.Identify, and closely supervise, workers with pre-existing injuries.
- Ensure 2 metre 'visibility space' when walking along tracks.
- Effectively manage loads being carried around the worksite.

3. WORKING IN HOT CONDITIONS

3.1. ASSOCIATED RISKS

Heat related illnesses – heat stress, sunburn, skin cancer, cramps, skin irritation; Fatigue related injuries or illnesses.

3.2. ASSESSING THE RISKS

The Group should not subscribe to a mandatory 'stop work' temperature. It is better that Project/ site managers should make decisions based on close observation of staff and workers in any given situation. Any decision to reschedule, reorganise, relocate or simply abandon work due to the heat, should be based on the following considerations:

- Is extreme heat forecast?
- What is the Ultra-Violet (UV) index forecast?
- Is there a high ambient temperature and high humidity forecast?
- What is the nature of the work or activity?
- Are the workers conditioned or acclimatised to this type of work and/or weather?
- Is the work mostly in direct sun?
- Is the worksite adequately ventilated?
- Is there a requirement for participants to wear heavy protective clothing?
- Are any staff or participants showing signs of heat stress –flushed, fatigued, cold and clammy?
- Are there any pre-existing medical conditions?
- Are any of the participants known to have previously suffered from heat exhaustion or dehydration?
- Are any of the participants known to be suffering from the effects of drugs or alcohol?

Note: The risk of thermal heat illness is generally dependent upon the combination of several of these factors. Basing any decision on a single factor, apart from the forecast of extreme heat, should be avoided. A thorough assessment of risk must address ambient temperature, humidity, radiant heat, air movement, physical workload, clothing, work organisation and relevant characteristics of the people involved.

3.3. RISK MANAGEMENT STRATEGIES

- Structure workday to avoid the most intense heat of the day.
- Create and/or take advantage of shaded work areas.
- Ensure the provision of training, and issue regular reminders about working in hot conditions.
- Encourage a culture where participants monitor each other for signs of heat stress.
- Closely monitor participants for signs of fatigue, particularly those who are less fit, inexperienced or acclimatised.
- Reduce targets or expectations in relation to work outputs.
- Maintain hydration by providing adequate drinks and regular drink breaks.
- Wear appropriate PPE e.g. long trousers pants and long sleeves, collars, broad brimmed hats and sunglasses if working in the sun.
- Provide and direct the regular use of a SPF 30+ sunscreen on any exposed skin.

4. WORKING IN COLD CONDITIONS

4.1. ASSOCIATED RISKS

Hypothermia; dehydration as a result of excessive perspiration under heavy clothing; loss of dexterity and fine motor functioning leading to reduced tool control.

4.2. RISK MANAGEMENT STRATEGIES

- Make food and fluids available, including warm drinks if possible.
- Encourage gentle warm up stretches before commencing work, and after breaks.
- Rotate tasks to avoid prolonged exposure.
- Identify shelter area and use this during periods of inactivity e.g. breaks or extreme conditions.
- Structure work to avoid the coldest times of the day.
- Encourage participants to wear layered clothing. *(This enables them to adjust their body temperature according to weather conditions and activity level.)*
- Wear a warm hat. *(The head is a major heat loss area).*

5. SOIL BORNE DISEASES AND INFECTIONS

5.1. ASSOCIATED RISKS

Soil borne diseases such as Meliodosis in tropical regions; infection of existing wounds; gastric infections; respiratory complaints e.g. asthma.

5.2. RISK MANAGEMENT STRATEGIES

- Pre-project plan to include checking with local health authorities if there are known soil borne diseases in the project area e.g. Meliodosis in tropical Australia.
- Identify any team member in higher risk categories e.g. diabetics, lung or kidney disease or any open cuts or sores and redeploy them on an alternate task.
- Avoid skin contact with wet soil or muddy water, by restructuring the task or by using impervious PPE.
- Cover any minor cuts or scratches.
- Avoid activities that produce dust or dampen down work area.
- Wear appropriate PPE e.g. glasses, respirators, gloves.
- Provide adequate washing facilities and ensure participants wash thoroughly before eating or drinking.

6. BITES AND STINGS

6.1. ASSOCIATED RISKS

Snake or spider bites; insect stings; stings from marine creatures e.g. box jelly fish, stonefish; reactions to stinging plants; allergic reactions.

6.2. RISK MANAGEMENT STRATEGIES

- Redeploy to another task or location, any participants who have known allergies to bites or stings.
- Conduct a visual inspection of the worksite to identify and flag high risk areas e.g. ant or wasp nests, stinging plants.
- Ensure that all participants are appropriately dressed e.g. long sleeves and trousers, sturdy footwear, thick socks.
- Tuck trousers into socks, and wear gloves, when working in areas where there is a known, or suspected, higher risk of spider/insect bites.
- Provide insect repellent containing DEET.

7. MANUAL HANDLING (HAZARDOUS MANUAL TASKS)

7.1. ASSOCIATED RISKS

Manual Handling describes any activity requiring the use of force exerted by a person to lift, push, pull, carry or otherwise move or restrain any animate or inanimate object. Injuries resulting from a single event of overexertion, or as a consequence of sustained application of force i.e. overuse injuries and Musculoskeletal Diseases (MSD's). These injuries are characterised by discomfort or persistent pain in muscles, tendons and soft tissues, most commonly in the back, neck, shoulders and wrists.

7.2. RISK MANAGEMENT STRATEGIES

- Use gentle warm up stretches before commencing manual handling tasks and after breaks.
- Reduce the amount of manual handling by:
  - restructuring the task;
  - using mechanical aids where possible e.g. crowbar, wheelbarrow;
  - carefully planning the workplace layout;
  - have materials delivered as near as possible to the work site.
- Monitor that loads to be carried are appropriate to skill and physical stature of individual participants.
- Do not allow demonstrations of strength.Testing of weights before any lift is attempted.
- Reduce weights lifted or carried, or the force required.Explain and demonstrate proper individual, pair and group lifting techniques.
- Avoid or limit the duration of tasks that require the adoption of unsound postures e.g. twisting, bending or overreaching.
- Rotate tasks, even if participants are not experiencing discomfort. (Consider then specify the frequency of rotations.)
- Check that equipment to be used is appropriate for the tasks and properly maintained.

8. WORKING IN SNAKE HABITATS

8.1. ASSOCIATED RISKS

Bites; fear/phobias; risks arising from emergency evacuation. (See also Bites and Stings.)

8.2. RISK MANAGEMENT STRATEGIES

- Ensure local advice is sought regarding the snake risk history of the area.
- Avoid working in known snake habitats during when snakes are generally most aggressive.
- Ensure a 'heavy line walk' through the area before commencing work, and after breaks.
- Do not work in a circular or 'surrounding' formation that might prevent a snake from escaping.
- Ensure the use lifting aids e.g. crowbar, when lifting objects that might hide snakes e.g. rocks, logs, rubbish etc.
- If a snake is seen, stay clear and point out its location to nearby workers.
- Wear boots, long trousers and thick socks. Gaiters may also be advisable in higher risk areas. Gloves must be worn when hands may be at risk of being bitten.
- Regularly revise snakebite first aid.
- Ensure that the emergency response plan is understood by all participants.
- In the event of a bite, render first aid, then arrange medical assistance. Remember that, in most instances, a high-speed dash to hospital will be more dangerous than the bite.

9. SEED COLLECTION

9.1. ASSOCIATED RISKS

Cuts and scratches; respiratory issues; postural and overuse muscle strains; slips, trips and falls; falls from height; impact injuries from falling objects; bites and stings; traffic; weather exposure. (See also: Working near Roadsides, Bites and Stings, Working in Hot/Cold Conditions, Soil Borne Diseases and Infections.)

9.2. RISK MANAGEMENT STRATEGIES

- Ensure task rotation to guard against postural or overuse injuries, even if participants are not experiencing discomfort.
- Specify and maintain a safe working distance between participants.
- Explain and demonstrate correct tool use, carriage, maintenance and storage.
- Minimise postural compromise such as overreaching, twisting and using loppers overhead.
- Ensure no participants are working directly beneath other participants.
- Minimise the distances over which seed stock needs to be carried.
- Wear appropriate PPE e.g. glasses, gloves, high visibility vests, hard hats.

10. TREE PLANTING

10.1. ASSOCIATED RISKS

Spike injuries; tool impact injuries; soil borne infections; muscle strain and overuse injuries. (See also: Bites and Stings; Slips, Trips and Falls; Using Swinging Tools, Working in Hot/ Cold Conditions, Manual Handling, Soil Borne Diseases and Infections.)

10.2. RISK MANAGEMENT STRATEGIES

- Ensure a visual inspection of the site conducted and remove potential risks.
- Use kneeling mats or padding if there is a danger of spike injuries from glass, stones etc.
- Ensure task rotation even if participants are not experiencing discomfort.
- Ensure regular breaks and encourage gentle stretching.
- Provide adequate hand washing facilities.
- Specify and maintain a safe working space between participants i.e. two (2) metres.
- Wear appropriate PPE e.g. glasses, gloves, high visibility vests, hard hats.

11. FENCING CONSTRUCTION AND REMOVAL

11.1. ASSOCIATED RISKS

Spike and laceration injuries; muscle strain injuries; impact injuries; slips, trips and falls. (See also Using Swinging Tools, Manual Handling, Working in Hot/Cold Conditions, Slips, Trips and Falls, Soil Borne Diseases and Infections, Using Picket Rammers.)

11.2. RISK MANAGEMENT STRATEGIES

- Ensure delivery of materials as near to fencing site as possible to minimise the need for carrying.
- Ensure participants, who are not directly involved, well clear of any unsecured wire under tension.
- Ensure only approved methods of straining wire with a proper fencing strainer.
- Do not use a vehicle to strain wire.
- Ensure demonstration of correct use of associated tools.
- Do not raise the barrel of the rammer clear of the picket head.
- Specify and maintain safe working distances.
- Ensure the work site clear of trip hazards.
- Wear appropriate PPE e.g. glasses, gloves, high visibility vests, hard hats.

12. LITTER COLLECTION

12.1. ASSOCIATED RISKS

Hand laceration or spike injuries; bites and stings; injuries related to bending or lifting; spike or gastric related infections including hepatitis, AIDS etc. Infectious disease (See also Manual Handling; Bites and Stings; Working near Roadsides; Working in Hot/Cold Conditions; Working in Snake Habitat.)

12.2. RISK MANAGEMENT STRATEGIES

- Ensure that adequate washing facilities are available and are used by participants.
- Look carefully at litter items or piles that might be a refuge for snakes or spiders.
- Check objects for spikes or sharp edges.
- Ensure tongs to pick up any objects that are known, or suspected, to be dangerous e.g. syringes.
- Ensure any syringes in an approved 'sharps' container.
- Specify and maintain a safe working distance to avoid inadvertent scratching or spiking of other participants.
- Seek assistance when lifting heavy objects.
- Wear appropriate PPE e.g. glasses, gloves, high visibility vests, hard hats.

13. WORKING WITH HAZARDOUS SUBSTANCES

13.1. ASSOCIATED RISKS

Poisoning; irritation or burning to skin or eyes; loss of respiratory function; back, arm or shoulder strains. Chemicals may also present a risk of fire or explosion. (See also Manual Handling).

13.2. RISK MANAGEMENT STRATEGIES

- Ensure project retains and complies with the relevant Safety Data Sheet (SDS).
- Check that there are no leaks in containers, and that spray equipment is operating correctly.
- Ensure task rotation to avoid prolonged periods of exposure.
- Ensure adequate training on how to use, carry and store correctly.
- Specify and maintain safe working distance to avoid splash or spray drift contamination and take account of wind (spray drift) direction.
- Provide adequate washing facilities as directed by the SDS.
- Wear appropriate PPE as advised on the SDS. (Note that the use of certain PPE may accelerate the onset of heat stress.)

14. WEEDING

14.1. ASSOCIATED RISKS

Spikes and scratches to face and eyes; spike injuries to hands; back and shoulder strains; exposure to chemicals; laceration or impact injuries from cutting tools; hay fever and asthma. (See also Bites and Stings; Manual Handling; Working with Chemicals; Using Swinging Tools; Soil Borne Diseases and Infections; Working in Snake Habitat)

14.2. RISK MANAGEMENT STRATEGIES

- Wear appropriate PPE e.g. Long sleeves, long pants, glasses, gloves etc.
- Encourage gentle warm up stretches.
- Comply with all SDS directions if using chemicals.
- Specify and maintain a safe working space between participants.
- Provide adequate washing facilities.
- Wear eye protection where potential for eye injury is identified. (Chemical splashes and grass or twig spikes to eyes, are common weeding injuries.)

15. PLANT PROPAGATION

15.1. ASSOCIATED RISKS

Muscle aches and strains from overuse or unnatural posture; hand injuries; eye injuries; soil borne disease. (See also Soil Borne Diseases and Infections, Working in Hot/Cold Conditions; Manual Handling.)

15.2. RISK MANAGEMENT STRATEGIES

- Avoid prolonged standing on hard surfaces.
- Ensure task rotation and regular breaks.
- Provide adequate washing facilities.
- Avoid breathing the dust that may be released.Damp down potting mix before use.
- Wear appropriate PPE e.g. P2 face masks, glasses, gloves, high visibility clothing.

16. SURVEYING & DATA COLLECTION

16.1. ASSOCIATED RISKS

Exposure to weather; becoming lost; hay fever and asthma; being unable to communicate in the event of an emergency. (See also Bites and Stings; Working in Hot/Cold Conditions, Working in Snake Habitat, Working in the Dark.)

16.2. RISK MANAGEMENT STRATEGIES

- Ensure that all participants know the boundaries of the survey area and remain within them at all times.
- Ensure set times at which teams must return or report to the Manager.
- Ensure that all participants are aware of the procedure should they become lost and have means of communicating an emergency e.g. whistle, radios etc. and fully understand the signals to be used. e.g. three (3) whistle blasts.
- Where the survey involves collecting scats, ensure that this is done hygienically.
- Work in pairs as a minimum.
- Wear boots that are suitable for the activity and terrain.
- Wear appropriate PPE e.g. glasses, gloves, high clothing, broadbrimmed hats.

17. USING POWER TOOLS

Power tools are only to be used in accordance with internal policies and procedures, and any manufacturers specifications.

17.1. ASSOCIATED RISKS

Electrocution; hand and foot injuries; muscle strains associated with lifting or overuse; eye injuries from flying particles; headaches and ear damage from excessive noise; dust which may trigger respiratory complaints e.g. asthma. The use of generators carries further associated risks such as manual handling, burns from direct contact or use of explosive fuel.

17.2. RISK MANAGEMENT STRATEGIES

- Ensure task rotation to avoid prolonged periods of exposure.
- Maintain strict supervision.
- Ensure adequate training on how to use, carry and store correctly.
- Use and maintain tools in accordance with manufacturer specifications.
- Specify and maintain a safe zone around power tool users.
- Ensure all equipment and leads attachments have been tested and tagged and are in a safe working condition and protected from water.
- Ensure emergency shutdown procedures in place.
- Ensure circuit breaker and/or safety switch is installed and/or RCD used when operating tool.
- Ensure start/stop switches clearly marked, in easy reach of operator.
- Ensure protective guards on tools are in place and effective.
- Ensure trip hazards are cleared from the worksite.
- Ensure position the generator, where used, is in a dry, stable location and restrict access.
- Ensure operators secure any potential entanglement risk. e.g. lose clothing, hair etc.
- Wear appropriate PPE as recommended by the manufacturer e.g. eye and ear protection, safety boots.

18. USING SWINGING TOOLS (Mattock, pick, hammer)

18.1. ASSOCIATED RISKS

Impact injuries; blisters; overuse injuries; foreign particles in eyes. (See also Manual Handling)

18.2. RISK MANAGEMENT STRATEGIES

- Ensure that suitable work boots, with reinforced toes, are being worn.
- Encourage gentle warm up stretches before commencement and after breaks.
- Maintain safe working distance of at least 3 metres; for short handled tools e.g. hammer is 2 metres.
- Ensure adequate training on how to use, carry and store correctly.
- Maintain tools in good condition.
- Establish a firm footing before swinging tools.
- Raise tools no more than shoulder height on back swing.
- Rotate tasks even if participants are not experiencing discomfort; specify rotation frequency.
- Adjust the duration of work periods to take account of the physical capacities of the participants.
- Wear appropriate PPE e.g. high visibility clothing, hard hat, glasses and gloves.

19. TRACK CONSTRUCTION & MAINTENANCE

19.1. ASSOCIATED RISKS

Hand and foot impact injuries related to tool use; ankle and knee strains from trips and falls; back and shoulder strains; exposure to weather changes; bites and stings; spikes from branches; hand crush injuries from handling rocks; emergency evacuation difficult in remote locations. *(See also Manual Handling, Bites and Stings; Using Swinging Tools; Working in Hot or Cold Conditions; Soil Borne Diseases and Infections; Working in Snake Habitat.)*

19.2. RISK MANAGEMENT STRATEGIES

- Ensure delivery of tools and materials close to worksite to minimise manual handling.
- Encourage gentle warm up stretches.
- Maintain tools in good condition.
- Maintain safe working distance of at least 3 metres.
- Ensure emergency communication and explain this to all participants.
- Rotate tasks even if participants are not experiencing discomfort.
- Wear appropriate PPE e.g. high visibility clothing, gloves, safety glasses, boots

20. BOARDWALK CONSTRUCTION

20.1. ASSOCIATED RISKS

Laceration and impact injuries associated with tool use; eye injuries; muscle strain injuries. (See also Manual Handling, Using Power Tools, Using Swinging Tools, Soil Borne Diseases and Infections.)

20.2. RISK MANAGEMENT STRATEGIES

- Ensure delivery of tools and materials close to worksite to minimise manual handling.
- Ensure the work site is kept tidy to minimise trip hazards.
- Ensure warning signs erected and restrict public access.
- Do not allow participants to walk along bearers and joists.
- Specify and maintain a safe working space between participants.
- Wear appropriate PPE e.g. high visibility clothing, gloves, glasses, hard hats, boots.

21. MULCHING

21.1. ASSOCIATED RISKS

Foot impact injuries; back and shoulder strains, hand injuries; foreign particles in eyes: dust which may cause eye and respiratory irritation or asthma; skin irritation. (See also: Manual Handling; Slips, Trips and Falls; Soil Borne Diseases and Infections)

21.2. RISK MANAGEMENT STRATEGIES

- Ensure adequate training on how to use, carry and store correctly.
- Ensure all tools are in good repair. e.g. no split handles or loose tool heads.
- Wear appropriate PPE e.g. high visibility clothing, gloves, safety glasses, boots.
- Damp down mulch before working with it.
- Redeploy to other tasks, any person who has disclosed a pre-existing respiratory infection or allergy e.g. Asthma.
- Maintain safe working distance of at least 3 metres.
- Rotate tasks, even if participants are not experiencing discomfort.

22. USING TEMPORARY ACCOMMODATION

22.1. ASSOCIATED RISKS

Fire; electrocution; cuts and burns associated with food preparation; slips, trips and falls; diseases and infections arising from unhygienic living conditions; inadequate heating, cooling or ventilation. (See also Slips, Trips and Falls.)

22.2. RISK MANAGEMENT STRATEGIES

- Ensure all emergency exits are marked and kept clear at all times.
- Ensure inspection of all gas and electrical appliances.
- Do not overload power points with too many appliances.
- Ensure an adequate evacuation plan and communicate it to all participants.
- Regularly remove any combustible materials and rubbish.
- Ensure backup (emergency) lighting is available e.g. extra torches.
- Ensure that the Group smoking policy is enforced.
- Ensure food storage and preparation areas, showers and toilets clean and hygienic.

23. WORKING NEAR ROADSIDES

Due to varying laws around working near roadsides it may require specialist advice and/or support and may require licenced Traffic Controllers to meet legal obligations. Where there is no legislated direction on traffic management this Guidance Note details the minimum requirements when working near roadsides.

The Group is responsible for any specific requirements for traffic management of projects.

23.1. ASSOCIATED RISKS

Eye and respiratory irritation; excessive noise; collision or impact injuries; potentially dangerous litter; communication difficulties. (See also Litter Collection)

23.2. RISK MANAGEMENT STRATEGIES

- Eliminate or minimise the need for participants to work near roadsides.
- Ensure appropriate signage e.g. WORKERS NEAR ROADSIDE, and/or traffic cones to indicate to drivers that there are workers ahead. (Note: This must not be done without proper training and authorisation by the appropriate roads management authority.)
- Maintain direct and continuous supervision.
- Appoint a 'spotter' to provide additional supervision.
- Ensure that signals are clear, unambiguous and all participants understand them.
- Work upwind or out of fumes and dust range.
- Wear appropriate PPE. e.g. high visibility clothing.

24. WORKING NEAR LARGE PLANT AND EQUIPMENT

24.1. ASSOCIATED RISKS

Eye and respiratory irritation; excessive noise; collision or impact injuries; communication difficulties.

24.2. RISK MANAGEMENT STRATEGIES

- Eliminate or minimise the need for participants to work near heavy machinery and plant.
- Establish clearly marked 'NO GO ZONES'.
- Advise operator of the location and movement participants.
- Maintain direct liaison between the participants, supervisor and the plant operator.
- Develop and demonstrate a set of clear, unambiguous signals.
- Work upwind or out of fume and dust range.
- Appoint a 'spotter' to provide additional supervision.
- Wear appropriate PPE e.g. high visibility clothing, glasses, respirators, ear protection.

25. WORKING WITH OR NEAR CHAINSAWS

25.1. ASSOCIATED RISKS

Due to the high-risk nature of operating a chainsaw and the availability of alternative equipment, i.e. Reciprocating Saws or Sabre Saws. The use of chainsaws should be carefully considered prior to its use. Chainsaws should only to be in accordance with internal policies and procedures, and manufacturers specifications.

25.2. RISK MANAGEMENT STRATEGIES

- Ensure only used by qualified operators and in accordance with manufacturers specifications. This is to include pre-start checks.
- Ensure warning signs erected and exclusion zones to set worksite boundaries.
- Appoint a 'spotter' to guard against any other participant or third party straying into the work area.
- Wear appropriate PPE e.g. hard hat, hearing protection, safety boots, face guards, chaps and high visibility clothing.

26. WORKING WITH OR NEAR BRUSHCUTTERS

Brushcutters are only to be used in in accordance with internal policies and procedures, and with manufacturers specifications.

26.1. ASSOCIATED RISKS

Foreign objects in eyes; noise; serious laceration injuries; muscle strains related to overuse and unnatural posture; reduced ability to hear traffic or other hazards. (See also Manual Handling; Working near Roadsides)

26.2. RISK MANAGEMENT STRATEGIES

- Equipment is only to be used by qualified operators and in accordance with manufacturers specifications. This is to include pre-start checks.
- Ensure the operator is of sufficient strength and stature to control the equipment safely.
- Clear all workers and debris from the immediate area of the operator and the work zone.
- Appoint a 'spotter' to provide additional site surveillance.
- Wear appropriate PPE e.g. glasses, eye/face protection, safety boots, overalls, ear protection and high visibility clothing.
- Wear appropriate PPE e.g. glasses, eye/face protection, safety boots, overalls, ear protection and high visibility vests.

27. WORKING AT HEIGHTS

Where a project requires working at heights, a comprehensive Risk Assessment is to be carried out prior to the commencement of any work. Any project requiring to work at heights is to comply, at all times, with applicable jurisdictions regulatory guidelines and licencing requirements.

27.1. ASSOCIATED RISKS

Fall related injuries; overuse or posture related strains; impact injuries from falling objects; anxiety and fear.

27.2. RISK MANAGEMENT STRATEGIES

- Carry out the work on the ground or a solid construction.
- Install safety rails or wear a fall arrest device (anchored safety harness) and helmet with a chin strap.
- Check for electrical power lines before any participant climbs to an elevated workstation.
- Do not allow any participant to work directly under another.
- Ensure all participants involved with the task are appropriately trained.
- Place ladders on a non-slip surface and secure them against movement.
- Limit the number of participants working at height e.g. one person only on a ladder.
- Secure any tools or equipment being used at height.
- Appoint at a 'spotter' to monitor the safety of workers on elevated workstations.
- Take account of the stature, agility and willingness of participants when allocating tasks.
- Rotate tasks, even if participants are not experiencing discomfort.

28. WORKING WITH OR NEAR ANIMALS

28.1. ASSOCIATED RISKS

Bites; scratches; infection; unhygienic environment. (See also Manual Handling).

28.2. RISK MANAGEMENT STRATEGIES

- Ensure provision of appropriate animal handling training.
- Stress that all participants must be alert for unpredictable behaviour by animals.
- Take into account the physical strength and stature of persons handling particular animals/species.
- Wear appropriate PPE e.g. glasses, gloves, long sleeves.
- Ensure adequate provision for the maintenance of personal hygiene e.g. clean water and soap.

29. WORKING NEAR WATER

29.1. ASSOCIATED RISKS

Drowning; risks associated with water/wetland habitat e.g. crocodiles, mosquitoes, snakes; illness arising from water borne disease or pollution; exposure to cold winds. (See also Bites and Stings, Working in Hot/Cold Conditions, Working in Snake Habitat.)

29.2. RISK MANAGEMENT STRATEGIES

- Ensure a safe distance between participants and water that is deemed high-risk because of depth, current, murkiness, turbulence, difficulty of escape etc.
- Refrain from working on steep, slippery or unstable banks.
- Ensure exclusion zones for high risk areas.
- Ensure non-swimmers are deployed away from higher risk areas.
- Ensure there are rescue aids readily accessible e.g. rope, long pole, flotation device. Where there is a current, these aids must be positioned downstream of the most likely entry point.
- Ensure an emergency response plan that is based on non-contact rescue strategies.
- Maintain strict compliance with Group policy in relation to recreational swimming.

30. USING PICKET RAMMERS

30.1. ASSOCIATED RISKS

Crush injuries; impact injuries; muscle strain injuries related to manual handling and tool use. (See also Manual Handling, Using Swinging Tools.)

30.2. RISK MANAGEMENT STRATEGIES

- Ensure rammers are a minimum length of 1.2 metres.
- Ensure adequate training on how to use, carry and store correctly.
- Encourage gentle warm up stretches before commencing.
- Only allocate this task to people with the physical capacity to perform it safely.
- Ensure task rotation, even if participants are not experiencing discomfort.
- Only grip the vertical section of the handles when using the rammer.
- Ensure picket rammer is not to be lifted off post during operation.
- Specify and maintain a safe working distance between participants.
- Wear appropriate PPE e.g. glasses, gloves, long sleeves, ear protection.

31. WORKING IN THE DARK

31.1. ASSOCIATED RISKS

Trips and falls; spike injury; exposure to cold; becoming lost; bites and stings.

31.2. RISK MANAGEMENT STRATEGIES

- Ensure pre-activity assessment to determine participant suitability for night activities.
- Ensure daylight inspection of site and remove or clearly mark trip hazards or other hazardous areas.
- Ensure each participant to have a reliable torch.
- Ensure all participants to have suitable clothing for climatic conditions
- Establish and verify work area boundaries and exclusions zones with participants. e.g. rough or slippery areas.
- Work in pairs as a minimum; establish a ‘buddy’ system.
- Ensure each person has a whistle emergency/distress signal is communicated and understood.
- Minimise equipment to be carried.
- Wear high visibility vests or clothing.

32. BUSHWALKING (on defined tracks)

32.1. ASSOCIATED RISKS

Trips and falls; spike injury; exposure to weather extremes; becoming lost; bites and stings; dehydration; fatigue; blisters.

32.2. RISK MANAGEMENT STRATEGIES

- Ensure pre-activity assessment to determine participant suitability for activity.
- Manager to be familiar with the planned route.
- Do not proceed on days of extreme weather or on days of total fire ban.
- Check out and check in procedure established and communicated.
- Ensure participants carry necessary personal medications e.g. Ventolin.
- Ensure participants carry sufficient water. (to be determined during pre-activity assessment).
- Ensure participants have suitable footwear and clothing for the proposed weather and terrain.
- Ensure manager or guide will walk at the front to regulate the pace.
- Manager is to appoint a reliable person to remain at the rear of the group to monitor group and 2-way radio communication is to be carried.
- Ensure each person has a whistle and the standard emergency/distress signal is communicated and understood.
- Ensure first aid kit is carried.

33. WORKING WITH SCHOOLS

33.1. ASSOCIATED RISKS

Allegations of improper behaviour, including assault levelled at participants; tool or equipment injury to students.

33.2. RISK MANAGEMENT STRATEGIES

- Ensure working with children requirements are met and adhered to. (Each jurisdiction may have differing requirements.)
- Do not allow participants to be alone with a school student or young person.
- Ensure participants to have access to a separate toilet not used by students.
- Limit moving vehicles on school property during high activity times.
- Where the vehicle must be moved, switch on hazard lights, appoint spotters in high visibility vests and drive at a speed no greater than 10kph.
- Coordinate project breaks with school breaks, this reduces the need to manage unauthorised entry to the worksite.
- Ensure that tools or personal belongings are not left unsecured or unsupervised.
- Where students and participants are working together a teacher is to remain present at all times.
- Observe the sign in/sign out procedures required by the school and observe the rules, laws and standards that apply to the school grounds e.g. no smoking or wearing clothes with offensive slogans or images.
- Familiarise participants with the school's emergency evacuation plan and muster points.
- Ensure worksite is well defined and exclusion zones are established where necessary.

34. WORKING AT FIRE DAMAGED SITES

34.1. ASSOCIATED RISKS

Heat related illness's; eye, skin irritation; respiratory distress; impact from falling branches or unstable structures; exposure hazardous materials; spike, laceration injuries; impact and strain injuries from trips and falls; manual handling injuries.

34.2. ASSESSING THE RISKS

Project planning is to ensure that any fire affected sites are declared safe by the appropriate authority prior to any work commencing.

Participants are not to work on residential, commercial or industrial blocks where buildings have been damaged by fire, until declared as safe by the appropriate authority. Nevertheless, exposure to any or all of these hazards remains a possibility and they must therefore be considered during the risk assessment process.

Any participants with known respiratory conditions are not be assigned to projects on fire affected sites.

All participants must receive an induction that alerts them to the range of risks arising from work on fire affected sites.

34.3. RISK MANAGEMENT STRATEGIES

- Maintain hydration by providing adequate drinks and regular drink breaks.
- Where possible, take advantage of, or create, shaded work areas.
- Provide and encourage the regular use of a SPF 30 sunscreen on any exposed skin.
- Closely monitor participants for signs of fatigue, particularly those who are less fit, inexperienced or not acclimatised.
- Avoid unnecessary disturbance of ash or dust.
- Do not remove or handle any material suspected of containing asbestos.
- Wear appropriate PPE. e.g. P2 face mask and goggles.
- Ensure that contaminated or used masks are disposed of and replaced. (NOTE: P2 masks must not be reused by different participants; P2 masks will not seal correctly if the wearer has a beard or stubble growth, these workers should be deployed to tasks that do not require the wearing of a face mask.)
- Ensure hard hats are worn in areas where branches or building components might be damaged or unstable, particularly in windy conditions.
- Ensure contaminated or dusty clothing including, boots are removed or brushed down before face masks and goggles are removed.
- Ensure the provision of washing facilities with soap and water before eating or leaving the site.

Additional Safety Resources:

- WorkSafe Victoria Bushfire Recovery Fact Sheets. www.worksafe.vic.gov.au
- A Guide to a Safe Return to Your Property produced by the Plumbing Industry Commission and the Building Commission.
- Recovery After Fire – Practical Steps for Landholders produced by Department of Primary Industries.
- Conservation Volunteers Australia Bushfire Safety Essentials.

35. WORKING WITH OR NEAR POWER AUGER

35.1. ASSOCIATED RISKS

Hearing damage; rotational hazard – entanglement risk; inhalation of exhaust fumes; muscle strains related to overuse and unnatural posture; reduced ability to hear traffic or other hazards. (See Manual Handling)

35.2. RISK MANAGEMENT STRATEGIES

- Equipment is only to be used by qualified operators and in accordance with manufacturers specifications. This is to include pre-start checks.
- Ensure adequate training on how to use, carry and store correctly.
- Ensure exclusion zone is established and maintained.
- Stop operating the auger if other people move within the exclusion zone.
- Appoint a 'spotter' to provide additional supervision.
- Ensure any loose clothing, long hair or other items secured before use.
- Wear appropriate PPE. e.g. safety boots, gloves, ear protection and high visibility clothing.
- Engage auger brake when moving between holes.
- Only run the auger for short periods of time e.g. 20 minutes.
- Allow auger to cool before refuelling.

36. WORKING IN TICK HABITAT

36.1. ASSOCIATED RISKS

Itching and discomfort; allergic reaction including anaphylaxis; possibility of diseases like scrub/tick typhus, Lyme disease, tick paralysis.

36.2. RISK MANAGEMENT STRATEGIES

- Ensure pre-project site inspection completed and seek local advice on presence of ticks. If in abnormally high proportion, reassess project commencement date.
- Ensure PPE standards to be adhered to with extra consideration to long trousers, tucked into socks, long sleeved shirt, tucked in, broad-brimmed hat.
- Where possible, wear light coloured clothing so that any ticks on clothing are easily spotted.
- Regular application of repellent containing DEET to exposed skin.
- Minimise disturbance to vegetation by working for short periods in one location where ticks may be a problem.
- After leaving tick area, have participants check each other for ticks – hair, behind ears, back of neck etc.
- Encourage participants to check themselves fully when showering.
- Where possible, place clothing in a hot dryer for 20 minutes.

37. WINDY CONDITIONS/FALLING OBJECTS

37.1. ASSOCIATED RISKS

Impact/crush injury; flying debris; eye injury; respiratory distress.

37.2. ASSESSING THE RISKS

Managers need to make decisions based on the weather conditions and site or project specifics, including location, access and vegetation. This is to include the use of any participant with respiratory conditions that may be exacerbated by increased exposure to dust, debris or other airborne materials.

Any decision to modify the project plan or simply abandon work due to windy conditions, should be based on the following considerations:

- Do any participants have a respiratory condition e.g. asthma?
- Local weather forecast. Is a severe weather warning current
- Local fire warnings, where applicable?
- What types of activities are being undertaken e.g. mulching, digging etc?
- Will you be working under trees on the site?
- Does the site contain old growth or dead trees and is there a risk of deadfall?

37.3. RISK MANAGEMENT STRATEGIES

- Avoid working under trees or in areas where falling timber or materials are a hazard.
- Ensure establishment of exclusion zones where necessary.
- Reschedule tasks for times when it is typically less windy.
- Secure light and loose objects that may be blown around in the wind.
- Avoid activities that will lead to increased flying dust or debris when windy.
- Wear appropriate PPE e.g. glasses, gloves, long sleeves.
- Reassess throughout the day, weather conditions may change.
- Where possible structure location of tasks to avoid debris blowing on other participants.

38. ASBESTOS-CONTAINING MATERIALS (ACM)

Groups should not take on projects that involve work with ACM. This prompt relates to the management of the risks associated with fragments of ACM being located on a project site where other practical conservation work is being completed.

For further information see – How to Manage and Control Asbestos in the Workplace: Code of Practice Safe Work Australia (2016)

38.1. ASSOCIATED RISKS

Long term health impacts due to inhaling asbestos fibres e.g. asbestosis, lung cancer, mesothelioma38.2

38.2. ASSESSING THE RISKS

Pre-project planning should consider the location of the site and check with the project partner about the likelihood of asbestos occurring on site e.g. old buildings, known illegal dumping, ex-tip site, etc.

As part of the site safety induction the risks arising from working on sites where asbestos may be present must be covered. This should include instructions for participants on how to identify materials that may contain asbestos e.g. cement sheeting, fibro, drainage and chimney pipes, roofing, guttering, other building materials.

38.3. RISK MANAGEMENT STRATEGIES

- Do not work in areas contaminated by asbestos.
- Participants immediately notify manager if they find suspected ACM.
- Do not remove or handle any suspected ACM.
- Do not disturb soil or any other material suspected of ACM.
- Where you suspect ACM, use flagging tape to cordon off the area, record the location site name, description, lats/longs and redeploy to a different area.
- The manager to notify the Group immediately upon finding suspected ACM.

39. USING RECIPROCATING SAW

39.1. ASSOCIATED RISKS

Hazards that may arise include:

» Moving and reciprocating blades and bits, and tool disintegration.
» Movement of the workpiece and burns from hot waste material and tool components.

Specific hazards that may arise from operating a reciprocating saw include:

» Cutting hazards to hands and body parts.
» Blade may snap if tool not used correctly.
» Dust created, depending on substance being cut.

39.2. RISK MANAGEMENT STRATEGIES

» Ensure adequate training on how to use, carry and store correctly.
» Ensure any loose clothing, long hair or other items secured before use.
» Wear appropriate PPE. e.g. safety boots, gloves, ear protection, glasses.
» Specify and maintain an exclusion zone.
» Emergency shutdown procedures in place.
» Ensure protective guards on tools are attached and effective.
» Clear trip hazards from the work site

Section 5

Registrations, Inductions and Briefing

Knowing the right information will make decisions easier.

Registrations, Inductions and Briefing

INDEX

Participant Induction Format

All participants must be briefed using the following standard format to ensure consistent delivery of important information. Set aside enough time for the induction.

WELCOME

Participant Registration Form

All participants must complete a Participant Registration Form. Ensure all sections are completed in full.

Pre-existing Medical Conditions or Injuries

Participants are asked to declare on the Participant Registration Form any pre-existing medical conditions or past injuries which may affect their participation on projects. This includes the management plan for this condition or injury.

Ensure you are sensitive in collecting this information and provide privacy for further discussion if required.

Explain why we need to know – for their own safety, we need to know how to best avoid aggravating an existing medical condition or injury. In some instances, medical conditions or injuries may limit participation on projects.

Ensure that Participants understand the nature of our projects.

Participant Responsibility

Participants must comply with the Safety Policy. Emphasise that Participants should listen carefully to safety directions given by the Project/site manager.

Drugs and Alcohol

Illegal drugs and alcohol are not permitted on project sites.

Smoking

Smoking is not permitted while working on any project site.

Personal Protective Equipment (PPE)

As part of pre-project planning the PPE requirements of a project should be provide to potential participants at the earliest possible point. This will enable the participant to have the required PPE prior to the commencement of the project.

Where a participant does not have the minimum PPE required for the project they are not to be allowed to attend a project site or activity.

Clothing

Participants should have long sleeved shirts, long trousers, a broad brimmed hat, gloves and fully enclosed, sturdy shoes. Participants have adequate sun protection as well as protection from insect and spider bites. Depending on location and season, also check that Participants have adequate warm clothing and wet weather gear if necessary.

Other Personal Gear

Participants should have sunscreen and sunglasses and insect repellent.

Personal Hygiene

Participants supply their own personal hygiene requirements.

Medications

The Project/site manager will not supply or administer medication.

Safety Equipment

Participants must not interfere with any safety equipment such as smoke detectors or fire extinguishers.

Project Briefings

Participants will be given a safety briefing at the start of each project, and a daily briefing on specific project activities, including safety.

Vehicles, Power Tools, Chemicals

These should only be used on projects if the Group is satisfied that the users have the skills, experience and protective equipment necessary to ensure the safety of all participants.

The Right To Feel Safe

Participants should not only be safe; they should feel safe. Participants should alert their Project/site manager if there is any situation in which they feel unsafe or feel concerned for the safety of others.

Contact phone numbers

Advise participants of emergency/afterhours contact phone number for your Project/site manager.

Recycling Policy

Advise participants about the Groups recycling policy.

Finally

- Remind participants that the Group reserves the right to alter projects on short notice according to unforeseen circumstances; however it will give participants as much notice of changes to the project as possible.
- The Group expects that participants will always act responsibly for their own safety, and for the safety of other participants.

THE PARTICIPANT REGISTRATION FORM SHOULD NOW BE COMPLETE. ASK THE PARTICIPANT TO SIGN AND DATE IT.

Thank participants for choosing to volunteer their time and efforts and wish them a pleasant experience.

Safety Guide for Participants in Practical Conservation Projects

Group Responsibility

The Group has a responsibility to provide a safe working environment for its participants and staff.

Participant Responsibility

Participants must cooperate with the Group's efforts to maintain a safe working environment and must comply with the Group's safety policy.

Drugs, Alcohol, Smoking

Smoking and the consumption of alcohol or the use of illegal drugs are not permitted at Group project sites.

Vehicles and Travel

During travel, participants must wear seat belts and ensure that they are correctly fitted. Participants must also avoid causing distraction to the driver, which may endanger the safety of all vehicle occupants.

Protective Clothing

Participants must wear sturdy footwear at project sites, and additional personal protective clothing as directed by the Project/site manager, including clothing which provides adequate protection against the sun and insect and spider bites.

Pre-existing Medical Conditions

It is essential that participants declare, confidentially, any pre-existing medical conditions which may affect their participation in projects. In some instances, pre-existing conditions may limit participation in certain activities including remote or isolated projects.

Accident/Injury Register

If at any time a Participant sustains a project related injury, even if minor, the injury should be treated and then recorded in the Register of Injuries or Accident/ Near Miss Register. Participants should ask to do this.

Safety Equipment

Participants must not interfere with any safety equipment, such as fire extinguishers or smoke detectors installed in any accommodation or vehicles, PPE or first aid kits. Any breach of this requirement may endanger the lives of other participants.

Personal Hygiene

The Group will not normally supply or administer medications. Participants must supply their own medications and toiletries and maintain standards of hygiene which show appropriate respect for the health and comfort of other participants.

Tool Use

Participants will be instructed in the safe use and carrying of a range of hand-tools. Participants may be authorised to use power tool after training in the correct use of the power tool has been undertaken. Care must always be taken to maintain a safe working distance between participants. That distance should not be less than 3 metres when using swinging type tools such as picks, mattocks, axes etc.

Chemicals

Chemicals may only be used by participants when they are supervised by an appropriately qualified person, and only then where there is full compliance with the safety directions detailed in the Safety Data Sheet (SDS). Participants may request to examine the SDS.

The Right to Feel Safe

Participants must not only be safe; they must feel safe. Participants should immediately draw to the attention of the Project/site manager, any situation which causes them to feel unsafe, or feel concern for the safety of others.

Emergency:

In case of life-threatening emergency call '000'.

Additional Information

Sun Protection

Sunshine is a great attraction, but Australia has a high incidence of skin cancer resulting from over-exposure to the sun's ultra-violet rays. Loose fitting long trousers, long sleeved shirts, a broad brimmed hat and sunscreen (high protection factor) are recommended whenever you are to be out of doors for extended periods.

Insects

Insect borne diseases, while not common, can be contracted in any part of Australia. Long sleeves, long trousers and insect repellent will usually provide adequate protection. Mosquito nets are also recommended in some areas.

Dehydration

Always make sure you are carrying, or have access to, water. Regular drink breaks and rest periods are important.

Hypothermia

Sub-zero temperatures are not uncommon across wide areas of Australia during winter, or at any time in the high country. A waterproof, wind-proof jacket is recommended, and further advice should be sought if travelling in Australia's mountains or southern regions.

Water Safety

Swimming in natural areas is popular in Australia, but local advice is essential to ensure that the river, lake or beach is safe. Most popular beaches have a flagged, safe swimming area which is patrolled by lifeguards.

Snakes

Venomous snakes are found throughout Australia and must be treated with respect. Fortunately, they are very shy and usually avoid contact with humans, but the wearing of sturdy shoes and socks is recommended when walking in or near forest, grasslands or parklands. If snakes are encountered they should not be disturbed … enjoy watching them, then move away quietly.

Hitchhiking

Hitching rides is not recommended. Public transport is not expensive and is safer and more reliable.

Street Crime: Street crime is not common, but travellers need to apply the same common-sense precautions as would be expected anywhere. Some areas are better avoided at certain times, particularly if travelling alone.

Road Travel

Australia has strict laws relating to speed limits and alcohol consumption by drivers. Do not travel with anyone who does not comply with these laws.

Project/site Manager - Project Briefing Guide

It is a requirement that Project/site managers provide a project briefing relating to project arrangements and safety.

Participant Duties

Make sure everybody is clear on their duties and how they will perform the work to be undertaken. Ask individuals to explain their tasks.

Risk Assessment

Go over the procedures for Risk Assessment and challenge the Group to identify risk control strategies. Ask questions to confirm understanding.

Protective clothing

Check that all participants are properly dressed and equipped. Ensure they are wearing appropriate footwear (e.g. boots) and personal protective clothing, including clothing which provides adequate protection against ultra-violet radiation (the sun) and insect and spider bites.

Safety Equipment

Explain the use of any safety equipment to be used on the project and ensure that you highlight the consequences of misuse.

Pre-existing medical conditions

Explain the nature of the project to be undertaken and ask if any participant has a pre-existing medical condition or injury that might affect their participation.

Register of Injuries: Remind participants of where they can locate the Register of Injuries, and what they should do if injured.

Emergency Response

Outline actions to be taken should the need arise to evacuate the team, or an individual, from the project site or accommodation.

Accommodation and Person Hygiene

Explain how food should be stored and how the campsite or project site is to be left. Ensure all participants have an understanding of the expectations with regard to their personal hygiene.

Drugs, Alcohol, Smoking

Discuss Group rules/guidelines with regards to smoking and the consumption of alcohol.

Vehicles and Travel

Remind participants that they must wear seatbelts and ensure that they are correctly fitted.

Workday structure

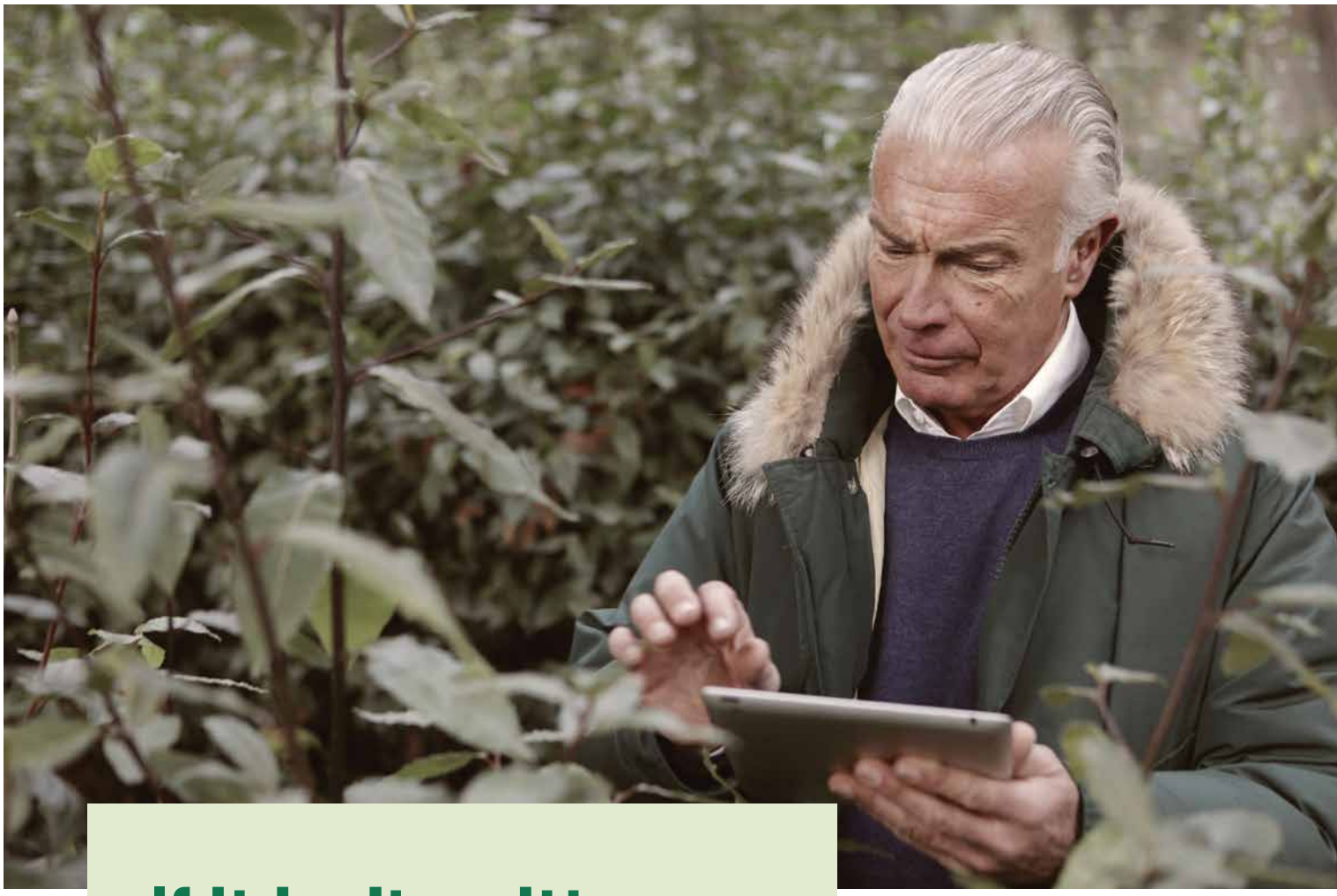
Ensure that participants are clear on the day's structure, including working hours, morning tea, lunch, other breaks, and how frequently to rotate tasks if necessary.

Ensure all participants understand the issues that have been highlighted above and ask at the completion of the talk whether there are any questions required for clarification.


SUBWAY

Section 6

Documentation



If it isn't written down, it didn't happen.

Documentation

The templates in the Toolkit provide a means by which Groups can record their safety management activities. These templates can be completed on a computer or printed for completion.

Groups who are registered users of the In Safe Hands Toolkit with Conservation Volunteers Australia, are granted permission to reproduce the templates in section six of the In Safe Hands Toolkit.

PARTICIPANT REGISTRATION:

» Participant Registration Form
» Large Event – Participant Registration / Attendance

PROJECT SAFETY AND REPORTING:

» Project Safety and Reporting
» Project Risk Assessment Form
» Emergency Response Plan
» Project Report Safety Monitoring
» Worksite Safety Check
» Worksite Safety Inspection Report

RECORDING & REPORTING ACCIDENTS/INCIDENTS:

» Register of Injuries
» Accident/Incident Report
» Toolbox Talk Minutes

Participant Registration Form

Mr, Miss, Ms, Mrs: First Name: Last Name:

Street Address:

Town/Suburb: Postcode: Country:

Telephone (home): Telephone (work):

Mobile: Email:

Date of Birth: / / (DAY/MONTH/YEAR)

Emergency Contact Person: Relationship (e.g. Parent, Partner):

Telephone (home): Telephone (work):

Mobile: Email:

Do you have any special dietary requirements or food allergies? Yes ☐ No ☐

If yes, please provide further information:

Do you have any medical conditions, allergies, disabilities or past injuries that **may affect your participation?**

Yes ☐ No ☐ *If yes – Please discuss with Project/site manager and complete the questions over the page.*

CONDITIONS OF PARTICIPATION

I agree to comply with the following terms that refer to my participation in all projects and activities:

1. I have notified the Project/site manager of any relevant medical conditions and pre-existing injuries, and I consent to the Project
2. Manager rendering or authorising such medical treatment as necessary and accept responsibility for all associated expenses.
3. I am a volunteer and not an employee of the Committee.
4. I will not smoke, consume or store alcohol or illicit drugs while working on a project site.
5. I shall respect the rights, feelings and property of all others associated with projects.
6. I shall cooperate with the Project/site manager to ensure a safe, happy and hygienic team environment.
7. My placement on all projects is at the discretion of the Project/site manager.
8. Photographs or videos taken of me on a project may be used by the Committee for promotional purposes.

I understand that failure to comply with any of these conditions may result in the Project/site manager requesting me to leave.

SIGNATURE: NAME: DATE: / /

Office use only (To be initialed and dated by the Project/site manager who undertakes each step)

All declared pre-existing medical conditions discussed with volunteer:

Safety briefing provided:

All information checked and complete:

MANAGEMENT PLAN FOR PRE-EXISTING INJURY OR MEDICAL CONDITION

1. **What is the medical condition, allergy, disability or past injury?**

2. **Information about the Condition/Injury**

a. **How serious is the condition if aggravated? (Tick one or more of the following.)**

Potentially life threatening	☐	Could require medical (doctor, hospital) treatment	☐
Could require own medication	☐	Could require rest or time off work	☐

b. **In your own words tell us how we recognise that your condition has recurred or been aggravated.**

c. **When was the most recent episode?**

3. **What actions, triggers or situations do you need to avoid?**

4. **What is the management plan to minimise any aggravation to the condition/injury?**
   E.g. self medication, avoidance of allergy triggers (specify) etc

5. **What is the emergency plan if serious aggravation does occur?**

Volunteer:

SIGNATURE: NAME: DATE: / /

Staff member:

SIGNATURE: NAME: DATE: / /

Large Event – Participant Registration/Attendance

GROUP PROJECTS

This form may be used for large groups of volunteers taking part on single day or shorter activities.
The original copy of this form must be retained with the project report and risk assessment for the activity.
If more than one form is used (for instance, if more than one person is registering volunteers) the form should be numbered under 'project details' below as form number X of Y, e.g. 1 of 3.

PROJECT DETAILS

Group Name: Date: / /

Project Location:

Site Manager: Form Number: of

All volunteers and participants are to be aware of the following Conditions of Participation before signing the form. This can be done either by presenting the conditions to the group as part of the initial project briefing, or by asking individuals to read the conditions before signing the attached signature sheet.

If a volunteer or participant declares any relevant medical conditions and/or pre-existing injuries, you must complete a standard Volunteer Registration Form.

CONDITIONS OF PARTICIPATION

I agree to comply with the following terms that refer to my participation in all projects and activities:

1. I have notified the Project/site manager of any relevant medical conditions and pre-existing injuries, and I consent to the Project/site manager rendering or authorising such medical treatment as necessary and accept responsibility for all associated expenses.
2. I am a volunteer and not an employee of the Committee.
3. I will not smoke, consume or store alcohol or illicit drugs while working on a project site.
4. I shall respect the rights, feelings and property of all others associated with projects.
5. I shall cooperate with the Project/site manager to ensure a safe, happy and hygienic team environment.
6. My placement on all projects is at the discretion of the Project/site manager.
7. Photographs or videos taken of me on a project may be used by the Committee for promotional purposes.
8. I understand that failure to comply with any of these conditions may result in the Project/site manager requesting me to leave.

VOLUNTEER/PARTICIPANT SIGNATURE SHEET

Volunteer/Participant Full Name	I understand and accept conditions of participation. (Initial here)	I confirm I have notified the Site Manager of any relevant medical conditions or pre-existing injuries (Initial here)	Signature	Please provide your email or phone details if you would like further information about our Group

Project Risk Assessment Form

Group:

Project Location:

Project Date:

Project/site manager:

Pre-existing medical conditions checked? Yes ☐ No ☐

Volunteer induction provided? Yes ☐ No ☐

Tasks to be undertaken:	Hazardous characteristics of site and activities:

Risks to third Parties/General Public:

RISK IDENTIFIED: *Muscle strain - overuse or overexertion from manual handling.*

Controls:	» Ensure clear path: » *Rotate tasks* » *Use correct techniques*
» *Warm up stretches* » *Use mechanical aids* » *Share loads* » *Check load weight*	Date: Risk Rating:

RISK IDENTIFIED:

Controls	
	Date: Risk Rating:

RISK IDENTIFIED:

Controls:	
	Date: Risk Rating:

RISK IDENTIFIED:

Controls:	
	Date: Risk Rating:

RISK IDENTIFIED:

Controls:	
	Date: Risk Rating:

Project Risk Assessment Form (cont)

RISK IDENTIFIED:		
Controls	Date:	Risk Rating:
RISK IDENTIFIED:		
Controls:	Date:	Risk Rating:
RISK IDENTIFIED:		
Controls:	Date:	Risk Rating:
RISK IDENTIFIED:		
Controls:	Date:	Risk Rating:

RISK RATING (SEE PAGE 53 OF ISH TOOLKIT)

LIKELIHOOD		CONSEQUENCE				
		Insignificant	Minor	Moderate	Major	Catastrophic
	Highly unlikely	L	L	L	M	H
	Unlikely	L	M	M	H	H
	Possible	L	M	H	H	E
	Likely	M	H	H	E	E
	Almost certain	M	H	E	E	E

Project Location Reference points for emergency services (e.g. 200m west from the intersection of Smith Road and Jones Lane):

Date/dates at this location: / /
to: / /

Emergency Contacts: '000' OR '112' for mobile phones

Local numbers Police: Fire:
Ambulance:

PROJECT/SITE MANAGER (please print):

SIGNATURE:
DATE: / /

Emergency Response Plan

Date:

Project Location:

Site Manager: Signature:

First Aid Officer:

Emergency meeting location on site:

Communication access on site –1 (e.g. mobile phone):

Communication access on site – 2 (e.g. land line phone at farmhouse):

Provide Communication Access 1 & 2 to participants before the project to inform friends and family.
The emergency may be elsewhere and the participant needs to be contacted at the project.

Escape route:

Alternative escape route:

EMERGENCY SERVICES CONTACTS

000 or 112 will access emergency services. In addition local contacts are:

Medical:

Location: Phone:

Ambulance:

Location: Phone:

Police:

Location: Phone:

Fire:

Location: Phone:

State Emergency Service (SES) – National Contact Number: 132 500

Location: Phone:

Other contacts:

Phone:

CHECK LIST

- ☐ First Aid Kit on site
- ☐ List of participants
- ☐ Participant medical disclosures checked
- ☐ Participant emergency contact
- ☐ Fire rating checked

PARTICIPANT EMERGENCY CONTACTS

Participant	Mobile Number	Emergency Contact	Emergency Contact #

Project Report

BEFORE PROJECT

Group: Date: / /

Project Location:

Project/site manager:

Major Tasks Planned:

DURING PROJECT

Attendance Record:

Name	Address	Phone	Pre-existing Checked	Start Time	Finish Time

Briefly explain:

☐ Aims of the project	☐ Workday structure, breaks etc
☐ Who the project is being undertaken for and why	☐ Onsite facilities – toilets, handwashing
☐ How the aims of the project will be met	☐ Drugs, alcohol, smoking policy

Provide and check understanding:

Participant Duties: ☐ Make sure everybody is clear on their duties and how they will perform the work to be undertaken.	Consultation: ☐ Explain opportunity to raise concerns
Risk Assessment: ☐ Explain site hazards and task risks ☐ Risk Controls to be implemented at site	Emergency Response/First Aid: ☐ Emergency assembly areas and evacuation routes ☐ Emergency contact details ☐ Communications equipment ☐ Location of first aid kit and onsite first aiders ☐ Incident/Injury - treatment and notification
Protective Clothing and Specific PPE: ☐ Explain PPE required for site and tasks ☐ Demonstrate proper use of specific PPE	Equipment: ☐ Authorised and non-authorised equipment ☐ Tag out procedure

Safety briefing conducted by:

Project Report (cont)

AFTER PROJECT:

Out-puts Achieved: (e.g. number of trees planted, area weeded or volume of weed removed, length of fence erected or repaired etc.) :

Incidents/Events:

Injuries Reported:

Were these recorded on an incident report/register of injuries? Yes ☐ No ☐

If No, where were they recorded?

Weather Conditions:

Total number of participants on today's project:

Time of first arrival on site:

Final check of site conducted by:

(Check for tools, chemicals, wire left behind, unfilled holes, etc.)

Time last person left site:

Overall project success rating: *Disappointing* 1 2 3 4 5 *Exceptional*

Recommendations to committee:

SIGNATURE: NAME: DATE: / /

Work Site Safety Check (Project/Site Manager to complete)

PROJECT/SITE MANAGER: Date: / /

WORK LOCATION:

INSPECTION CONDUCTED BY:

1. **Is the Risk Assessment on the current form and on site?**

Comment/Action: Yes ☐ No ☐

2. **Does the Risk Assessment satisfactorily cover project risks?**

Comment/Action: Yes ☐ No ☐

3. **Personnel on site participated in and are familiar with the Risk Assessment.**

Comment/Action: Yes ☐ No ☐

4. **All personnel are wearing appropriate personal protective clothing.**

Comment/Action: Yes ☐ No ☐

5. **Does the Project/site manager have information regarding any pre-existing medical conditions disclosed by activity participants?**

Comment/Action: Yes ☐ No ☐

6. **Is the first aid kit at the actual work site?**

Comment/Action: Yes ☐ No ☐

7. **Is the first aid kit adequately stocked?**

Comment/Action: Yes ☐ No ☐

8. **Are the emergency contact numbers available to all on site?**

Comment/Action: Yes ☐ No ☐

9. **Does the group demonstrate safety awareness?**
(Are work practices safe? Is food stored and handled correctly?)

Comment/Action: Yes ☐ No ☐

10. **Are there any safety concerns being identified by staff or volunteers?**

Comment/Action: Yes ☐ No ☐

11. **Have there been any injuries?**

Comment/Action: Yes ☐ No ☐

Work Site Safety Check (cont)

12. Have there been any near misses?

Comment/Action: Yes ☐ No ☐

13. Are chemicals being used on the project?

Comment/Action: Yes ☐ No ☐

14. Is the Safety Data Sheet (SDS) on site?

Comment/Action: Yes ☐ No ☐

15. Is the team equipped to comply with the SDS?

Comment/Action: Yes ☐ No ☐

16. Are the following documents on site and accessible:

Incident Report Forms: Yes ☐ No ☐

Register of Injuries: Yes ☐ No ☐

Comment/Action:

17. Are toilet and hygiene arrangements adequate? (Check availability of soap, water, toilet paper, etc.).

Comment/Action: Yes ☐ No ☐

SUMMARY:

SIGNATURE:

Inspector: DATE: / /

Project/site manager: DATE: / /

Worksite Safety Inspection Report

PROJECT:

DATE:

PROJECT NUMBER:

SITE MANAGER:

WORK LOCATION:

INSPECTION CONDUCTED BY:

Is everyone on site wearing appropriate protective clothing?	Yes ☐ No ☐	
List the PPE applicable to this site:		
Comments:		
Action Taken:		
Are there any obvious worksite hazards e.g. trip hazards, chemicals?	Yes ☐ No ☐	
Comments:		
Action Taken:		
Are chemicals in use/being stored?	Yes ☐ No ☐	
If Yes, are *current* Safety Data Sheets (SDS) available?	Yes ☐ No ☐	
Comments:		
Action Taken:		

Worksite Safety Inspection Report (cont)

Has a Risk Assessment been completed?	Yes ☐ No ☐
Is it adequate?	Yes ☐ No ☐
Is everyone familiar with it?	Yes ☐ No ☐
Comments:	
Action Taken:	
Does the Site Manager have information regarding any pre-existing medical conditions?	Yes ☐ No ☐
Comments:	
Action Taken	
Is there a first aid kit located in an accessible location?	Yes ☐ No ☐
Is it adequate?	Yes ☐ No ☐
Make sure you see it and check its contents.	
Comments:	
Action Taken	
Does the team demonstrate a good safety awareness?	Yes ☐ No ☐
Are work practices safe?	Yes ☐ No ☐
Comments:	
Action Taken	

Are there any safety concerns being identified by employees, volunteers or participants? Yes ☐ No ☐

Comments:	
Action Taken:	

How is the team's accident record?

Ask the Site Manager, volunteers and participants what accidents/injuries have occurred.

Check the Register of Injuries.

Comments:	
Action Taken	

Have there been any near misses? What is the most dangerous thing that has happened? Yes ☐ No ☐

Comments:	
Action Taken:	

Are the following documents on site and accessible?

(b) Accident / Incident Report Forms Yes ☐ No ☐

(c) Register of Injuries Yes ☐ No ☐

Comments	
Action Taken:	

Worksite Safety Inspection Report (cont)

Are there any obvious safety problems with the project vehicle?		Yes ☐ No ☐
Comments:		
Action Taken		
Is the team satisfied with the Site Manager's driving?		Yes ☐ No ☐
Comments:		
Action Taken:		
Are toilet and hygiene arrangements adequate? Check availability of soap, water, toilet paper, etc.		Yes ☐ No ☐
Comments		
Action Taken:		

SUMMARY:

SIGNATURE:

INSPECTOR:	NAME:	DATE: / /
SITE MANAGER:	NAME:	DATE: / /

Register of Injuries

Name of injured person: Gender: Male ☐ Female ☐

Residential Address:

Contact Phone Number:

Position (e.g. Volunteer):

Date and time of injury: DATE: / / TIME: am/pm

Nature of injury, including body parts affected:

Cause of injury:

Name of witness/es:

Contact Phone Number:

Treatment administered:

Name of First Aid attendant:

Was the person referred for further treatment? Yes ☐ No ☐

Was an Accident Incident Report form completed? Yes ☐ No ☐

PROJECT/SITE MANAGER ACKNOWLEDGEMENT

NAME:

SIGNATURE: DATE: / /

Accident/Incident Report

Type of Incident:

Near Miss ☐ Medical Treatment Case ☐ Other Significant Event ☐ First Aid case ☐

If Medical Treatment Case, where was treatment obtained?

Work site Details:

Project Location:

Project/site manager:

Incident Details:

Incident/Injury: Day: Date Time:

Injured Person: Male ☐ Female ☐

Type of injury:

Body part injured:

Location of accident/incident:

Witness/es:

Task undertaken by injured party:

What safety instructions and/or training were given prior to project?

What Personal Protective Equipment (PPE) was injured person wearing at time of incident?

Describe the incident/accident, identifying the cause:

What action(s) has been taken at the work site level to prevent a recurrence?

Date action(s) implemented:

Did the injury relate to a pre-existing injury or medical condition? Yes ☐ No ☐

If 'Yes', was this condition disclosed to the group? Yes ☐ No ☐

Was an appropriate entry made in the Register of Injuries? Yes ☐ No ☐

Further action recommended by Project/site manager:

SIGNATURE: DATE: / /

Injured person (please print):

SIGNATURE: DATE: / /

Project/site manager (please print):

Reported to Committee Meeting held on: / /

Comments:

SIGNATURE (Chairperson): DATE: / /

Toolbox Talk Minutes

Group/Team:

Meeting Location:

Meeting Conducted by: Signature:

Date:

Items to be covered:

1.

2.

3.

4.

5.

Other issues addressed:

1.

2.

3.

4.

5.

Actions Required:

Action	By Whom	Timeframe
1.		
2.		
3.		
4.		
5.		

Attendance (all participants to print name and sign):

Name	Signature	Name	Signature
1.		7.	
2.		8.	
3.		9.	
4.		10.	
5.		11	
6.		12.	
13.		15.	

Conservation Volunteers Australia

Conservation Volunteers Australia (CVA) works with communities across the country to take action to rebalance nature for a stronger, more resilient future.

This is achieved through:

Engaging volunteers in practical activities for nature conservation

Empowering people with the knowledge and skills to be active stewards for nature

Supporting local groups and organisations in effective community engagement

The people who participate in activities with CVA come from all walks of life across Australia. CVA partners with local community groups and land management authorities to achieve a tangible, meaningful difference for the health of the environment and communities.

The In Safe Hands Toolkit is an initiative of CVA to support community groups delivering practical conservation activities, to manage the safety and wellbeing of volunteers - a vital element of their responsibilities and ongoing sustainability.

Learn more about Conservation Volunteers Australia at: conservationvolunteers.com.au

Conservation Volunteers Australia

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